



County of Los Angeles
**CHIEF EXECUTIVE OFFICE
OPERATIONS CLUSTER**

SACHI A. HAMAI
Chief Executive Officer

DATE: January 28, 2016
TIME: 1:00 p.m.
LOCATION: Kenneth Hahn Hall of Administration, Room 830

AGENDA

Members of the Public may address the Operations Cluster on any agenda item by submitting a written request prior to the meeting.
Three (3) minutes are allowed for each item.

1. Call to order – James Blunt - Gevork Simdjian
 - A) **Board Letter – COUNTYWIDE CLASSIFICATION ACTIONS TO IMPLEMENT THE FEBRUARY 16, 2016 GENERAL RECLASS BOARD LETTER**
CEO Classification – Steve Masterson or designee
 - B) **Board Letter – ACQUISITION OF CONVERGE SERVER VIRTUALIZATION INFRASTRUCTURE FOR DHS ENTERPRISE (FIXED ASSET PURCHASE)**
DHS – Mitchell H. Katz, M.D. or designee
 - C) **Board Letter - ISSUANCE AND SALE OF LOS ANGELES COUNTY PUBLIC WORKS FINANCING AUTHORITY LEASE REVENUE BONDS, 2016 SERIES D**
TTC – Joe Kelly or designee
 - D) **Board Letter – Approval OF REVISED BOARD POLICY NUMBER 5.030 – LOW-COST LABOR RESOURCE PROGRAM**
ISD – Dave Chittenden or designee
 - E) **Board Letter – ACCEPT FUNDING FROM (CPUC) TO CONTINUE SoCalREN AND LOCAL GOVERNMENT PARTNERSHIP ENERGY PROGRAMS**
ISD – Dave Chittenden or designee
 - F) **Board Letter – ENTERPRISE SERVICES MASTER AGREEMENT (ESMA)**
CIO – Richard Sanchez or designee
2. Public Comment
3. Adjournment

**A) Board Letter – COUNTYWIDE CLASSIFICATION
ACTIONS TO IMPLEMENT THE FEBRUARY 16, 2016
GENERAL RECLASS BOARD LETTER CEO Classification
– Steve Masterson or designee**



County of Los Angeles CHIEF EXECUTIVE OFFICE

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SACHI A. HAMAI
Chief Executive Officer

Board of Supervisors
HILDA L. SOLIS
First District

MARK RIDLEY-THOMAS
Second District

SHEILA KUEHL
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

February 16, 2016

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

COUNTYWIDE CLASSIFICATION ACTIONS (ALL DISTRICTS - 3 VOTES)

SUBJECT

This letter and accompanying ordinance will update the tables of classes of positions and the departmental staffing provisions by adding two (2) new unclassified classifications, and by reclassifying positions in various County departments.

IT IS RECOMMENDED THAT THE BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add two (2) new classifications; reclassify six (6) positions as part of the initial phase of the Public Health Program Manager study; and reclassify 39 positions to implement results of classification studies in the departments of Agricultural Commissioner/Weights and Measures, Auditor-Controller, Board of Supervisors, Children and Family Services, Consumer and Business Affairs, Health Services, Probation, Public Health, and Sheriff.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification and compensation recommended actions in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification and compensation recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachments A, B and C). This is a primary goal of the County's classification and compensation system. Positions reclassified upward, downward and laterally are consistent with the class concepts of the proposed classifications.

These actions are recommended based upon generally accepted principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs, and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations, and can reduce the number of costly personnel-related problems.

New Unclassified Classifications

We are establishing two (2) unclassified classifications (Attachment A). Establishment of the unclassified positions will reflect the continuing implementation of Measure A and the revised Management Appraisal and Performance Plan (MAPP). As you may recall, Measure A removed chief deputies and those next in line to the chief deputies from classified service.

Department of Animal Care and Control

We are establishing the Executive Assistant, Animal Care and Control (UC) to perform special assignment and liaison work for the Director, Animal Care and Control. This position will be responsible for providing specialized staff assistance to the Director of Animal Care and Control including serving as liaison with the Board of Supervisors.

Department of Board of Supervisors – Executive Office

In conjunction with a reclassification, we are establishing the Chief, Employee Relations Commission (UC) to provide administrative and operational support to the Employee Relations Commission.

Public Health Program Manager Study

We are recommending the reclassification of six (6) positions as part of the initial phase of the Department of Public Health Program Manager Study (Attachment B). The Board of Supervisors approved establishment of the Health Program Manager I, II, and III classifications on October 27, 2015. These classes were established as part of a broader department-wide reorganization to clarify and strengthen program and reporting structures as well as accountability. Positions allocated to these classes perform highly-responsible public health program duties in the oversight of the department's directly-operated and contracted programs and services. As such, we are recommending upward reclassification of five positions and lateral reclassification of one position.

Reclassifications

There are 39 positions in nine (9) departments being recommended for reclassification (Attachment C). The duties and responsibilities assigned to these positions have changed since the original allocations were made. The positions would be more appropriately classified in the recommended classes.

Implementation of Strategic Plan Goals

Your approval of the accompanying ordinance is consistent with the County Strategic Plan Goal 1 - Operational Effectiveness/Fiscal Sustainability as it establishes effective organizational structures and individual position allocations for County departments, which in turn, helps to maximize the effectiveness of processes, structure, operations, and strong fiscal management to support timely delivery of customer-oriented and efficient public services. Specifically, it will improve the quality of the workforce, achieve departmental operational efficiencies, and maintain consistency in personnel practices throughout the County.

FISCAL IMPACT/FINANCING

The projected budgeted annual cost resulting from the reclassifications recommended is estimated to total \$388,599 (all funds). Net County cost is estimated to be \$273,329. Cost increases associated with upward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

The Honorable Board of Supervisors
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Appropriate notifications have been made to the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper classification and compensation of positions.

Respectfully submitted,

SACHI A. HAMAI
Chief Executive Officer

SAH:RM:SJM
AE:KP:mmg

Attachments

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Department of Human Resources
Chief Information Office
Affected Departments

ATTACHMENT A

UNCLASSIFIED CLASSIFICATIONS RECOMMENDED
FOR ADDITION TO THE CLASSIFICATION PLAN

Proposed Savings/ Cafeteria Benefit Plan	Item No.	Title	Salary Schedule & Level	
Savings/ Megaflex	1055	Chief, Employee Relations Commission (UC)	N23	R9
Savings/ Megaflex	0955	Executive Assistant, Animal Care and Control (UC)	NM	101E

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ATTACHMENT B

DEPARTMENT OF PUBLIC HEALTH

No of Pos.	Present Classification	No of Pos.	Classification Findings
Children's Medical Services			
1	Administrator, Specialized Health Program Item No. 4603A N23 S13 Non-Represented	1	Health Program Manager III Item No. 4543A N23 S14 Non-Represented
HIV & STD Programs			
1	Administrator, Specialized Health Program Item No. 4603A N23 S13 Non-Represented	1	Health Program Manager III Item No. 4543A N23 S14 Non-Represented
Public Health Programs			
1	Administrative Services Manager III Item No. 1004N NM 109E Non-Represented	1	Health Program Manager I Item No. 4541N N23 S11 Non-Represented
1	Area Administrator, Public Health Item No. 4622A NM 104F Non-Represented	1	Health Program Manager I Item No. 4541A N23 S11 Non-Represented
1	Programs Administrator, Health Services Item No. 4604A N23 S11 Non-Represented	1	Health Program Manager II Item No. 4542A N23 S12 Non-Represented
Substance Abuse and Prevention Control			
1	Administrator, Specialized Health Program Item No. 4603A N23 S13 Non-Represented	1	Health Program Manager III Item No. 4543A N23 S14 Non-Represented

AGRICULTURAL COMMISSIONER/WEIGHTS & MEASURES

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Senior Clerk Item No. 1140A NMV 69H Represented	2	Senior Typist-Clerk Item No. 2216A NMV 70G Represented

The subject positions report to a Deputy Agricultural Commissioner/Sealer and are located in the Pesticide Regulation Division, Pesticide Use Enforcement Unit. The positions are responsible for processing rodenticide sales as well as assisting with permit licensing, investigation reports, and maintenance requests for management and field inspectors. Specific duties include typing correspondence, performing data entry, and compiling and maintaining data for monthly and annual reports such as coyote sightings, bee disturbances, and pesticide investigations.

The responsibilities and duties meet the definition and standards for the Senior Typist-Clerk, a class which performs skilled typing work and highly specialized clerical duties requiring a highly specialized knowledge of a particular function with only general direction. Therefore, we recommend upward reclassification of these positions to Senior Typist-Clerk.

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AUDITOR-CONTROLLER

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Head Clerk Item No. 1179A NMV 78E Represented	1	Staff Assistant II Item No. 0913A NM 83H Represented
1	Senior Accountant, Auditor-Controller Item No. 0650A NM 93E Represented	1	Program Specialist I, Auditor-Controller Item No. 0712A NM 95L Non-Represented
1	Transportation Assistant Item No. 1379A N3M 77B Non-Represented	1	Accountant III Item No. 0648A NM 86J Represented

The above subject positions are assigned to the Travel Administrative Unit (TAU), Disbursements Division, General Claims. The TAU is responsible for handling the business travel needs for all County departments, managing the centralized billing for County business travel services and responding to the travel inquiries.

The subject Head Clerk position is responsible for managing the centralized billing for County business travel services as well as responding to travel inquiries by performing travel policy research, development, and interpretation of the County Code and County Fiscal Manual (CFM). Duties include processing payments for invoices, journal vouchers and Orders for Transportation, and assisting the manager of the Business Compliance Section by reviewing and analyzing travel reports, procedures, and operational issues. The duties and responsibilities are more consistent with the standards for Staff Assistant II, a class defined by assisting the manager of major division or bureau in a County department by analyzing and making recommendations for the solution of a variety of problems of organization, budget, procedures, systems, program, general management and personnel. Therefore, we recommend upward reclassification to Staff Assistant II.

The subject Senior Accountant, Auditor-Controller position oversees the daily operation of the TAU. Duties include managing the County's travel operations with the County's travel services provider and vendors; resolving operational issues encountered by County business travelers; auditing travel expenditures; reviewing and approving Orders for Transportation; reviewing payment requests and general voucher entries; tracking spending and billing; and providing training to line department staff.

AUDITOR-CONTROLLER (continued)

The duties are most consistent with Program Specialist I, Auditor Controller, which assists in the review and analyses of County-wide departmental organizations, management, and programs to improve operational efficiency and reduce operating expenditures. Therefore, we recommend upward reclassification to Program Specialist I, Auditor-Controller.

The subject Transportation Assistant position serves as a consultant to departments for resolving and responding to travel inquiries. It is responsible for overseeing the processing of journal vouchers as well as providing first-level oversight of operations with County's travel services provider and vendors. Duties include analyzing fiscal trends and data from County departments and travel vendors to calculate the County's travel budget; auditing the travel activities of County departments to ensure compliance with the County Code and CFM; researching new travel options offered by vendors; and assisting with the analysis and revision of the County Code and CFM. The responsibilities and duties assigned to this position meet the Accountant III allocation criteria to perform responsible and highly-complex professional accounting and auditing work in the preparation, analysis, review, maintenance, reconciliation, and control of financial records and fiscal revenue and expenditures forecasting. Therefore, we recommend upward reclassification to Accountant III.

BOARD OF SUPERVISORS – EXECUTIVE OFFICE

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Chief, Employee Relations Commission Item No. 1107A N23 R9 Non-Represented	1	Chief, Employee Relations Commission (UC) (new classification) Item No. 1055A N23 R9 Non-Represented

The subject position reports directly to the Chief Deputy Executive Officer, Board of Supervisors (UC), and is recommended for lateral reclassification to the newly created unclassified classification of Chief, Employee Relations Commission (UC). This classification is being created to reflect a change in the classified/unclassified status of the position, and in order to satisfy the conditions of Measure A, which stipulates that the positions of Chief Deputy and assistants or positions next in line of authority to Chief Deputies be placed in the unclassified service.

Therefore, we recommend lateral reclassification to this new position, Chief, Employee Relations Commission (UC). Once the new, unclassified position is encumbered we will begin the process to delete the Chief, Employee Relations Commission classification.

CHILDREN AND FAMILY SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
3	Administrative Services Manager I Item No. 1002A NM 96F Non-Represented	3	Children Services Administrator I Item No. 9086A 101J Non-Represented

The subject positions are located in the Volunteer/Interns Program Section and are responsible for overseeing the Youth Work Exposure Program, which provides youth with exposure to the work force through pre-employment classroom training and participation in hands-on skills alongside skilled professionals. Responsibilities include gathering and analyzing data for development of job training resources; ensuring compliance with case plans and court orders; evaluating youth job performance; and providing letters of work experience for participants.

The duties and responsibilities meet the classification standards for Children Services Administrator I, a class which assists in the development and administration of specialized services for programs related to emancipation of foster youth or other aspects of the foster care program. Therefore, we recommend upward reclassification of these positions to Children Services Administrator I.

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CONSUMER AND BUSINESS AFFAIRS

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Consumer Affairs Representative III Item No. 1664A NM 87K Represented	1	Consumer Affairs Supervisor Item No. 1668A NM 96F Non-Represented
4	Program Manager I Item No. 0977A NM 91C Non-Represented	4	Consumer Affairs Representative III Item No. 1664A NM 87K Represented
1	Program Manager II Item No. 0978A NM 95D Non-Represented	1	Consumer Affairs Supervisor Item No. 1668A NM 96F Non-Represented

The subject Consumer Affairs Representative III position reports to a Chief Consumer Affairs Representative and is assigned to the Complaint Investigations Unit. The position oversees three (3) Consumer Affairs Representative staff responsible for referring clients to appropriate agencies to resolve complaints and investigations of real estate fraud. Duties include assigning and reviewing the work of staff; overseeing routine, complex and special investigations; processing cases for closure; performing recall inspections for the Consumer Product Safety Commission; and developing informational material for the public. The supervisory duties and responsibilities meet the definition and standards for Consumer Affairs Supervisor, a class which supervises consumer affairs staff engaged in the delivery of department services to the public and provides administrative coordination for specialized consumer protection programs. Therefore, we recommend upward reclassification to Consumer Affairs Supervisor.

The subject Program Manager I positions are assigned to the department's Small Business Services unit and function as small business counselors. The duties performed are consistent with the Consumer Affairs Representative III, a class defined by investigating, mediating and resolving complex consumer related service complaints, inquires and disputes, and conducting special projects and assignments. Therefore, we recommend downward reclassification of these positions to Consumer Affairs Representative III.

CONSUMER AND BUSINESS AFFAIRS (continued)

The subject Program Manager II position is assigned to the department's Small Business Services unit, where it provides technical and administrative supervision to staff and functions as a small business counselor. The supervisory duties and responsibilities of the position meet the definition and standards of Consumer Affairs Supervisor, a class responsible for supervising consumer affairs staff engaged in the delivery of department services to the public and provides administrative coordination for specialized consumer protection programs. Therefore, we recommend upward reclassification to Consumer Affairs Supervisor.

HEALTH SERVICES – VALLEYCARE NETWORK

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	General Maintenance Worker Item No. 6619A NM 74B Represented	1	Equipment Maintenance Worker Item No. 6610A N2 78L Represented

The subject position is assigned to the Facilities Division located at Olive View-UCLA Medical Center, where it is responsible for maintaining and repairing a variety of hospital equipment and tools, including gurneys, exam tables, wheel chairs, kitchen equipment, pump compressors, and oxygen regulators. The duties and responsibilities of the position meet allocation standards for the Equipment Maintenance Worker classification, a class responsible for maintaining and repairing various types of equipment and tools used in areas such as recreational activities, park maintenance, hospital and facilities, and fueling facilities. Therefore, we recommend the upward reclassification to Equipment Maintenance Worker.

PROBATION DEPARTMENT - SUPPORT SERVICES, ADMINISTRATIVE SYSTEMS BUREAU

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Head Departmental Personnel Technician Item No. 1850A NM 97G Non-Represented	1	Administrative Services Manager I Item No. 1002A NM 96F Non-Represented

The subject position reports to an Administrative Services Manager III and is responsible for overseeing the Personnel Services/Operations & Technical Support Unit. The Unit is responsible for MAPP administration, employee development, the web-based performance system (Performance Net), enrollment in training classes, processing of special pay practice and MAPP transactions, maintaining departmental personnel files, handling security roles of various countywide systems, and providing the help desk function for the department's Human Resources Division.

The duties and responsibilities meet the classification standards for Administrative Services Manager I, a class which may lead or supervise a unit of lower-level analysts performing less complex analytical assignments. This action will further implement the Countywide Head Departmental Personnel Technician Classification Study to provide clarity for this core departmental Human Resources function. Therefore, we recommend downward reclassification to Administrative Services Manager I.

PROBATION DEPT - SUPPORT SERVICES, INFORMATION SYSTEMS BUREAU

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Information Technology Supervisor Item No. 2598A NM 107L Non-Represented	1	Principal Information Systems Analyst Item No. 2594A NM 106L Non-Represented
1	Network Systems Administrator II Item No. 2559A NM 96J Represented	1	Information Technology Security Specialist Item No. 2603A NM 106L Non-Represented
1	Principal Application Developer Item No. 2526A NM 106H Non-Represented	1	Principal Network Systems Administrator Item No. 2561A NM 106L Non-Represented
2	Senior Information Technology Technical Support Analyst Item No. 2547A NM 94J Represented	2	Information Systems Analyst II Item No. 2591A NM 95E Represented

The subject Information Technology Supervisor position leads lower-level analyst positions and is responsible for supporting information technology (IT) projects through monitoring detailed work activities; communicating risks and issues to management; ensuring project management activities are consistent across all IT projects; reviewing and analyzing enterprise IT requests to ensure compatibility with departmental enterprise standards, guidelines and strategies; making recommendations on new IT projects and advising on alternatives system architecture designs; reviewing technical specifications, and establishing standards on outside IT vendor purchases; and participating in monitoring of vendor performance to ensure deliverables are met.

The duties and responsibilities are consistent with the Principal Information Systems Analyst, a class which performs highly-specialized and complex information systems analysis and design tasks, and provides technical leadership in IT strategic planning, business automation planning, business process improvement and application development. Therefore, we recommend downward reclassification to Principal Information Systems Analyst.

PROBATION DEPT - SUPPORT SERVICES, INFORMATION SYSTEMS BUREAU

(continued)

The subject Network Systems Administrator II position is responsible for overseeing all aspects of the department's security applications and maintenance; supports the development, implementation and monitoring of information systems security standards and architecture to ensure security standards are being enforced; tests new patches and updates security software products, including client and server updates, prior to implementation; complies and validates security-related statistical data for management reporting; evaluates responses to complex service tickets; and maintains chain of custody of electronic and/or physical evidence related to IT security incidents.

The duties and responsibilities are consistent with the Information Technology Security Specialist, a class which provides consultative, systems architecture, and project-management expertise in the development, implementation, and monitoring of a departmental IT security program including related policies and procedures. Therefore, we recommend upward reclassification to Information Technology Security Specialist.

The subject Principal Application Developer position serves as a lead in coordinating network facilities maintenance, modifications and enhancements for the physical infrastructure of the network, servers, and video equipment for several site locations, including the department's data centers; ensures maintenance and repair of video surveillance footage to preserve the integrity of captured footage, as well as resolving the more complex system configuration and performance issues; ensures data center's electrical and cooling systems are functioning properly; responsible for infrastructure hardware and repair, as well as the testing and optimization of complex network software and physical infrastructure; and develops new or modifies existing project plans as needed.

The duties and responsibilities are consistent with the Principal Network Systems Administrator, a class which is assigned lead roles in the areas of network design, disaster recovery planning, capacity planning, network security, complex server and network configuration, network administration and monitoring, upgrades, troubleshooting and maintenance on network related projects, including services over Internet Protocol, such as audio, video, telephony and data. Therefore, we recommend upward reclassification to Principal Network Systems Administrator.

PROBATION DEPT - SUPPORT SERVICES, INFORMATION SYSTEMS BUREAU

(continued)

The first of two (2) subject Senior Information Technology Technical Support Analyst positions is responsible for coordinating the implementation of new information systems projects; working with end users and vendors on identifying business needs and solutions; defining project tasks and resource requirements; documenting project issues and risks; evaluating project impact, performing cost and benefit analysis, risk assessments; assembling and coordinating project resources; coordinating the preparation of hardware and software specifications for procurement; coordinating the development and maintenance of implementing and converting plans, including training and test plans, and tracking project deliverables.

The second subject Senior Information Technology Technical Support Analyst position is responsible for providing updates on ongoing projects; developing, maintaining, and coordinating project plans to analyze and document solution capabilities to meet user, functional and technical requirements; providing support and expertise for system enhancements; verifying completion of projects according to requested specifications; monitoring systems compliance with established IT policies, procedures, guidelines, plans and standards; meeting with IT staff to review Requests for Information, Requests for Proposals, Requests for Quotes, Statements of Work and other IT assessment documents.

The duties and responsibilities of the two (2) Senior Information Technology Technical Support Analyst positions meet the classification standards for an Information Systems Analyst II, a journey-level class which provides a full-range of information systems analysis and design and are assigned to moderately complex systems. They analyze, design, test and implement programs for a complete system or a component or module of a large complex system. Therefore, we recommend upward reclassification of these positions to an Information Systems Analyst II.

**PROBATION DEPT - SUPPORT SERVICES, PROFESSIONAL STANDARDS
BUREAU**

No of Pos.	Present Classification	No of Pos.	Classification Findings
3	Management Analyst Item No. 1848A NM 89G Non-Represented	1	Deputy Probation Officer II, Field Item No. 8607A NX 91A Represented
		2	Departmental Civil Service Representative Item No. 1881A NM 97G Non-Represented

The first of the three (3) subject Management Analyst positions is responsible for performing background investigations of Sworn Personnel governed by the Peace Officer Standards Training (POST). Therefore, we recommend upward reclassification to Deputy Probation Officer II, Field to alleviate the increased workload related to processing POST positions.

The remaining two (2) subject Management Analyst positions are responsible for independently investigating, preparing, and presenting cases involving all departmental actions which may be appealed (i.e., discipline and discretionary appeals) to the Civil Service Commission. The scope of responsibilities are consistent with the allocation criteria for Departmental Civil Service Representative, a class responsible for investigating, preparing and presenting cases for civil service hearings. Therefore, we recommend upward reclassification of these positions to Departmental Civil Service Representative.

PROBATION DEPT - SUPPORT SERVICES, RISK MANAGEMENT SECTION

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Probation Director Item No. 8620A N23 S10 Represented	1	Administrative Services Manager II Item No. 1003A NM 99F Non-Represented
		1	Administrative Services Manager III Item No. 1004A NM 109E Non-Represented

The first subject Probation Director position is assigned to manage the Return-To-Work Unit which includes overseeing the department's Workers' Compensation Program. The Unit ensures compliance with the American Disabilities Act, Fair Employment and Housing Act, Family Medical Leave Act, California Family Rights Act and other County and departmental policies and procedures. The duties and responsibilities are consistent with the class concept for the Administrative Services Manager II, a class which is responsible for supervising a unit of analysts performing a full range of difficult to complex analytical assignments within functional areas such as human resources, contracts, budget, finance, and other closely-related administrative functional areas. Therefore, we recommend downward reclassification to Administrative Services Manager II.

The second subject Probation Director position reports to the Departmental Human Resources Manager III and is responsible for overseeing the activities and operations of the Risk Management Section, through subordinate supervisors. The Section is comprised of five (5) units: Return-To-Work; Civil Litigation; Loss Control and Prevention; Safety, Security & Emergency Preparedness; and Badge Reconciliation. The duties and responsibilities meet the class concept for Administrative Services Manager III, a class which directs a section composed of multiple units responsible for providing administrative services which directly impact the management of major departmental programs and administrative operations. Therefore, we recommend upward reclassification to Administrative Services Manager III.

PUBLIC HEALTH PROGRAMS - INFORMATION SYSTEMS

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Intermediate Clerk Item No. 1138A NMV 65C Represented	1	Information Technology Aide Item No. 2584A NM 74J Represented
1	Intermediate Typist-Clerk Item No. 2214A NMV 66B Represented	1	Information Technology Technical Support Analyst II Item No. 2546A NM 90J Represented
1	Principal Information Systems Analyst Item No. 2594A NM 106L Non-Represented	2	Information Technology Security Specialist Item No. 2603A NM 106L Non-Represented
1	Principal Network Systems Administrator Item No. 2561A NM 106L Non-Represented		

The subject Intermediate Clerk position reports to an Information Technology Technical Support Supervisor and is assigned to the Service Desk Unit. It is primarily responsible for answering and responding to technical support calls for end-users. Specific duties include answering Service Desk calls for departmental customers; using service request tracking software; and performing intake and assessments and resolving technical issues with computing device and software. The duties and responsibilities meet the definition for Information Technology Aide, a class which provides assistance to professional IT staff by performing routine information systems related tasks in a centralized information technology organization. Therefore, we recommend upward reclassification to Information Technology Aide.

PUBLIC HEALTH PROGRAMS – INFORMATION SYSTEMS (continued)

The subject Intermediate Typist-Clerk position reports to an Information Technology Technical Support Supervisor and is assigned to the Field Support Unit. It is primarily responsible for providing in-person computing device support to users at various facilities. Specific duties include troubleshooting, diagnosing, and resolving Service Desk-referred hardware and software issues; coordinating the repair of personal computing (PC) hardware with vendors; and assisting with IT asset management controls such as hardware salvage and inventory control audits, ensuring proper disposition of obsolete devices. The duties and responsibilities meet the classification standards for Information Technology Technical Support Analyst II, a class which performs a full range of information technology support duties, including hardware and software installation and repair. Therefore, we recommend upward reclassification to Information Technology Technical Support Analyst II.

The subject Principal Information Systems Analyst and Principal Network Systems Administrator positions are both responsible for implementing encryption software on all departmental portable and stationary computing devices; conducting annual Institute for Certification of Computing Professionals compliance certification for all departmental computing devices; performing vulnerability assessments and security reviews of networked devices to identify potential security vulnerabilities and threats; defining and testing proposed technical solutions and security controls; and conducting and leading risk assessments for proposed projects. The duties and responsibilities are consistent with the Information Technology Security Specialist, a class which provides consultative, systems architecture, and project-management expertise in the development, implementation, and monitoring of a departmental IT security program including related policies and procedures. Therefore, we recommend lateral reclassification of these positions to Information Technology Security Specialist.

PUBLIC HEALTH – OPERATIONS SUPPORT

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Safety Officer I Item No. 3037A NM 93J Non-Represented	1	Safety Officer II Item No. 3039A NM 94K Non-Represented

The subject position reports to a Staff Analyst, Health and is assigned to the Risk Management Section, where it provides supervisory oversight and direction to two (2) Safety Assistant and two (2) Safety Inspector positions. The position has primary responsibility for the development and administration of a comprehensive departmental safety program. Duties include developing claims management strategies to reduce rates and expenses incurred due to safety-related claims and lawsuits against the department; developing and implementing the departmental Illness and Injury Prevention Program and other safety-related programs intended to reduce Workers' Compensation claims; assisting the Risk Manager with developing and implementing annual risk management goals and objectives; performing statistical computations for claim costs and analyzing claim trends; and developing trainings.

The duties and responsibilities meet the classification standards for Safety Officer II, a class which is responsible for independently identifying, diagnosing, developing, and implementing the safety and accident prevention program for a department with significant risk exposure due to the arduous and/or dangerous work performed by employees in the department. Therefore, we recommend upward reclassification to Safety Officer II.

SHERIFF DEPARTMENT - ADMINISTRATION

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Accounting Technician II Item No. 0643A NM 75J Represented	1	Administrative Services Manager III Item No. 1004A NM 109E Non-Represented
1	Employment Services Assistant I, Sheriff Item No. 1923A NM 77C Non-Represented	1	Employment Services Assistant III, Sheriff Item No. 1925A NM 90C Non-Represented
2	Senior Typist-Clerk Item No. 2216A NMV 70G Represented	2	Employment Services Assistant II, Sheriff Item No. 1924A NM 85C Non-Represented

The subject Accounting Technician II position will report to an Assistant Division Director and is assigned to the Personnel Operations Unit. It will oversee the day-to-day human resources operations of the Unit through subordinate supervisors. The responsibilities meet the class concept for Administrative Services Manager III, a management-level class which is typically located in the central administrative office of line departments and reports to a higher-level manager. Incumbents are responsible for directing, through subordinate, professional administrative supervisors, a section composed of multiple units responsible for providing professional administrative services in such areas as human resources, budget, finance, contracts and other closely related administrative functional areas. Therefore, we recommend upward reclassification to Administrative Services Manager III.

The subject Employment Services Assistant I, Sheriff position will report to a Senior Departmental Personnel Technician and will be assigned to the Personnel Operations Unit, where it supervises staff responsible for processing transactions related to new hires, promotions, demotions, administrative reassignments, salary calculations, separations, bonus and special pay requests, transfers, and related employee personal information changes. The responsibilities meet the allocation standards for Employment Services Assistant III, Sheriff, a class which functions as human resource specialists or supervises a unit of generalists and support staff in the Sheriff Department's Personnel Administration Bureau in one of the following areas: wage and salary administration, position classification, employee benefits, employment recruitment and selection, personnel processing and information systems, and administrative staff activities. Therefore, we recommend upward reclassification to Employment Services Assistant III, Sheriff.

SHERIFF DEPARTMENT – ADMINISTRATION (continued)

The subject Senior Typist-Clerk positions are being recommended for reclassification in conjunction with various court settlements and contract service agreements. Responsibilities will involve the examination process of promotional and entry-level sworn and law enforcement support examinations. Duties include creating and updating job bulletins; processing on-line applications; administering exams; and maintaining applicant information and examination files. The duties and responsibilities meet the class concept of Employment Services Assistant II, Sheriff, a class which assists administration or technical staff and/or participates in the administration of human resources programs in the areas of wage and salary administration, position classification, employee benefits, employment recruitment and selection, personnel processing and information systems, and administrative staff activities. Therefore, we recommend upward reclassification of these positions to Employment Services Assistant II, Sheriff.

SHERIFF DEPARTMENT – CUSTODY

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Director, Jail Programs, Sheriff Item No. 1063A NM 112A Non-Represented	1	Administrative Services Manager III Item No. 1004A NM 109E Non-Represented

The subject Director, Jail Programs, Sheriff position is assigned to the Custody Services Division and is being recommended for reclassification in conjunction with an approved position movement to the Coveted Testing Unit within the General Support Services Budget Unit. It will be responsible for directing and planning the development of sworn bonus job examination test materials for the department’s validated centralized coveted Deputy Sheriff position testing. Duties include conducting job analyses, design of job-related and legally defensible assessment/selection tools, and test validation research.

The responsibilities meet the class concept for Administrative Services Manager III, a management-level class which is typically located in the central administrative office of line departments and report to a higher-level manager. Incumbents are responsible for directing, through subordinate, professional administrative supervisors, a section composed of multiple units responsible for providing professional administrative services in such areas as human resources, budget, finance, contracts and other closely related administrative functional areas. Therefore, we recommend downward reclassification to Administrative Services Manager III.

SHERIFF DEPARTMENT – GENERAL SUPPORT SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Manager, Records Information System, Sheriff Item No. 2248A NM 97J Non-Represented	1	Administrative Services Manager I Item No. 1002A NM 96F Non-Represented

The subject position provides oversight to the Subpoena Control Unit, Correspondence/Information Retrieval Unit, and Public Services Unit, which are located within the Public and Law Enforcement Services Section. The level of work of the subject position no longer meets the class concept for Manager, Records Information System, Sheriff, a class which is responsible for assisting in the overall direction and administration of the Records and Identification Bureau.

Based on the current organizational structure and role of the subject position, the work performed is more consistent with the class concept for Administrative Services Manager I, a class which implements and monitors work plans to achieve assigned unit objectives; provides input and monitors performance; participates in developing, implementing and evaluating plans, processes and procedures to achieve established goals and objectives in accordance with department standards. Therefore, we recommend downward reclassification to Administrative Services Manager I.

SHERIFF DEPARTMENT – PATROL CLEARING

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Data Control Clerk Item No. 2657A NMV 65C Represented	1	Intermediate Clerk Item No. 1138A NMV 65C Represented

The subject position provides clerical support and reports to a Sergeant in the Transit Policing Division/Central Operations Bureau/Detective. Duties include assisting with processing court appearance notices; reviewing court appearance notices for accuracy; preparing documents for data entry; assisting with processing requests for discoverable records; reviewing personnel overtime slips and traffic citations for completeness; sorting and distributing mail; and answering routine questions and providing information related to court appearance notices.

The duties and responsibilities meet the allocation criteria for Intermediate Clerk, a class which performs specialized clerical duties requiring a working knowledge of specialized subject matter and all involved specialized clerical functions. Therefore, we recommend lateral reclassification to Intermediate Clerk.

DRAFT

ANALYSIS

This ordinance amends Title 6 - Salaries, of the Los Angeles County Code by:

- Adding and establishing the salary for two (2) employee classifications; and
- Adding and/or deleting and changing certain classifications and numbers of ordinance positions in the departments of Agricultural Commissioner/Weights and Measures, Auditor-Controller, Board of Supervisors, Children and Family Services, Consumer and Business Affairs, Health Services, Probation, Public Health, and Sheriff.

MARY C. WICKHAM
County Counsel

By: _____
RICHARD D. BLOOM
Principal Deputy County Counsel
Labor & Employment Division

RDB:

ORDINANCE NO. _____

An ordinance amending Title 6 - Salaries, of the Los Angeles County Code relating to the addition, deletion, and changing of certain classifications and number of ordinance positions in various departments to implement the findings of classification studies.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 6.28.050 is hereby amended to add the following classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
<u>1055</u>	<u>CHIEF,EMPLOYEE RELATIONS COMM(UC)</u>	_____ *	<u>N23</u>	<u>R9</u>
<u>0955</u>	<u>EX ASST,ANIMAL CARE & CONTROL(UC)</u>	_____ *	<u>NM</u>	<u>101E</u>

SECTION 2. Section 6.32.010 (Agricultural Commissioner/Weights and Measures) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1140A	2	SENIOR CLERK

SECTION 3. Section 6.32.010 (Agricultural Commissioner/Weights and Measures) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2216A	8 <u>10</u>	SENIOR TYPIST-CLERK

SECTION 4. Section 6.40.010 (Auditor-Controller) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1379A	4	TRANSPORTATION ASSISTANT

SECTION 5. Section 6.40.010 (Auditor-Controller) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0648A	30 <u>31</u>	ACCOUNTANT III
1179A	3 <u>2</u>	HEAD CLERK
0712A	23 <u>24</u>	PROGRAM SPECIALIST I, AUDITOR-CONT
0650A	24 <u>20</u>	SENIOR ACCOUNTANT, AUDITOR-CONT
0913A	2 <u>3</u>	STAFF ASSISTANT II

SECTION 6. Section 6.44.010 (Department of the Board of Supervisors) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1107A	4	CHIEF, EMPLOYEE RELATIONS COMMISSION

SECTION 7. Section 6.44.010 (Department of the Board of Supervisors) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1055A</u>	<u>1</u>	<u>CHIEF,EMPLOYEE RELATIONS COMM(UC)</u>

SECTION 8. Section 6.53.010 (Department of Children and Family Services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1002A	74 <u>71</u>	ADMINISTRATIVE SERVICES MANAGER I
9086A	260 <u>263</u>	CHILDREN SERVICES ADMINISTRATOR I

SECTION 9. Section 6.60.010 (Department of Consumer and Business Affairs) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0977A	-4	PROGRAM MANAGER I
0978A	1	PROGRAM MANAGER II

SECTION 10. Section 6.60.010 (Department of Consumer and Business Affairs) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1664A	45 <u>18</u>	CONSUMER AFFAIRS REPRESENTATIVE III
1668A	5 <u>7</u>	CONSUMER AFFAIRS SUPERVISOR

SECTION 11. Section 6.77.010 (Department of Public Health – Public health services) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
3037A	4	SAFETY OFFICER I

SECTION 12. Section 6.77.010 (Department of Public Health – Public health services) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>4541A</u>	<u>1</u>	<u>HEALTH PROGRAM MANAGER I</u>
<u>4541N</u>	<u>1</u>	<u>HEALTH PROGRAM MANAGER I</u>
<u>4542A</u>	<u>1</u>	<u>HEALTH PROGRAM MANAGER II</u>
<u>2584A</u>	<u>1</u>	<u>INFORMATION TECHNOLOGY AIDE</u>
<u>2603A</u>	<u>2</u>	<u>IT SECURITY SPECIALIST</u>
<u>3039A</u>	<u>1</u>	<u>SAFETY OFFICER II</u>

SECTION 13. Section 6.77.010 (Department of Public Health – Public health services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1004N	2 <u>1</u>	ADMINISTRATIVE SERVICES MANAGER III
4622A	3 <u>2</u>	AREA ADMINISTRATOR,PUBLIC HEALTH
2546A	7 <u>8</u>	IT TECHNICAL SUPPORT ANALYST II
1138A	8 <u>7</u>	INTERMEDIATE CLERK
2214A	445 <u>144</u>	INTERMEDIATE TYPIST-CLERK
2594A	9 <u>8</u>	PRINCIPAL INFO SYSTEMS ANALYST
2561A	2 <u>1</u>	PRINCIPAL NETWORK SYSTEMS ADMIN
4604A	3 <u>2</u>	PROGRAMS ADMINISTRATOR,HEALTH SERVS

SECTION 14. Section 6.77.015 (Department of Public Health – Division of HIV and STD programs) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4603A	1	ADMP,SPECIALIZED HEALTH PROGRAM

SECTION 15. Section 6.77.015 (Department of Public Health – Division of HIV and STD programs) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>4543A</u>	<u>1</u>	<u>HEALTH PROGRAM MANAGER III</u>

SECTION 16. Section 6.77.020 (Department of Public Health – Substance abuse prevention and control) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4603A	4	ADMR, SPECIALIZED HEALTH PROGRAM

SECTION 17. Section 6.77.020 (Department of Public Health – Substance abuse prevention and control) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>4543A</u>	<u>1</u>	<u>HEALTH PROGRAM MANAGER III</u>

SECTION 18. Section 6.77.025 (Department of Public Health – Children’s medical services) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4603A	4	ADMR, SPECIALIZED HEALTH PROGRAM

SECTION 19. Section 6.77.025 (Department of Public Health – Children’s medical services) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>4543A</u>	<u>1</u>	<u>HEALTH PROGRAM MANAGER III</u>

SECTION 20. Section 6.78.070 (Department of Health Services – ValleyCare Network) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
6610A	4	<u>5</u> EQUIPMENT MAINTENANCE WORKER
6619A	42	<u>11</u> GENERAL MAINTENANCE WORKER

SECTION 21. Section 6.100.010 (Probation Department – Support services) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1850A	4	HEAD DEPARTMENTAL PERSONNEL TECH

SECTION 22. Section 6.100.010 (Probation Department – Support services) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2603A</u>	<u>1</u>	<u>IT SECURITY SPECIALIST</u>
<u>2594A</u>	<u>1</u>	<u>PRINCIPAL INFO SYSTEMS ANALYST</u>
<u>2561A</u>	<u>1</u>	<u>PRINCIPAL NETWORK SYSTEMS ADMIN</u>

SECTION 23. Section 6.100.010 (Probation Department – Support services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1002A	13 <u>14</u>	ADMINISTRATIVE SERVICES MANAGER I
1003A	40 <u>11</u>	ADMINISTRATIVE SERVICES MANAGER II
1004A	3 <u>4</u>	ADMINISTRATIVE SERVICES MANAGER III
1881A	7 <u>9</u>	DEPARTMENTAL CIVIL SERVICE REP
8607A	44 <u>42</u>	DEPUTY PROBATION OFFICER II, FIELD
2591A	46 <u>18</u>	INFORMATION SYSTEMS ANALYST II
2598A	7 <u>6</u>	INFORMATION TECHNOLOGY SUPERVISOR

1848A	28	<u>25</u>	MANAGEMENT ANALYST
2559A	4	<u>3</u>	NETWORK SYSTEMS ADMINISTRATOR II
2526A	8	<u>7</u>	PRINCIPAL APPLICATION DEVELOPER
8620A	13	<u>11</u>	PROBATION DIRECTOR
2547A	44	<u>9</u>	SENIOR IT TECHNICAL SUPPORT ANALYST

SECTION 24. Section 6.120.010 (Sheriff – Administration) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.		NO. OF ORDINANCE POSITIONS	TITLE
0643A	20	<u>19</u>	ACCOUNTING TECHNICIAN II
1004A	48	<u>19</u>	ADMINISTRATIVE SERVICES MANAGER III
1923A	35	<u>34</u>	EMPLOYMENT SERVS ASST I,SHERIFF
1924A	59	<u>60</u>	EMPLOYMENT SERVS ASST II,SHERIFF
1925A	47	<u>18</u>	EMPLOYMENT SERVS ASST III,SHERIFF
2216A	46	<u>15</u>	SENIOR TYPIST-CLERK

SECTION 25. Section 6.120.012 (Sheriff – Custody) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.		NO. OF ORDINANCE POSITIONS	TITLE
1063A	4		DIRECTOR, JAIL PROGRAMS, SHERIFF

SECTION 26. Section 6.120.012 (Sheriff – Custody) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1004A</u>	<u>1</u>	<u>ADMINISTRATIVE SERVICES MANAGER III</u>

SECTION 27. Section 6.120.014 (Sheriff – General support services) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2248A	4	MANAGER, RECORDS INFO SYSTEM, SHERIFF

SECTION 28. Section 6.120.014 (Sheriff – General support services) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1002A	5 <u>6</u>	ADMINISTRATIVE SERVICES MANAGER I

SECTION 29. Section 6.120.018 (Sheriff – Patrol clearing account) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2657A	4	DATA CONTROL CLERK

SECTION 30. Section 6.120.018 (Sheriff – Patrol clearing account) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1138A	6 <u>7</u>	INTERMEDIATE CLERK

SECTION 31. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

*The Executive Office/Clerk of the Board of Supervisors shall insert the effective date for the salary or salary schedule and level in the space provided for the classifications added to Section 6.28.050 of the County Code.

[RECLASSFEB2016KPCEO]

**B) Board Letter – ACQUISITION OF CONVERGE SERVER
VIRTUALIZATION INFRASTRUCTURE FOR DHS
ENTERPRISE (FIXED ASSET PURCHASE)**

DHS – Mitchell H. Katz, M.D. or designee

February 16, 2016

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**AUTHORIZE THE ACQUISITION OF CONVERGE SERVER VIRTUALIZATION
INFRASTRUCTURE HARDWARE AND SOFTWARE FOR THE DEPARTMENT OF
HEALTH SERVICES DATA CENTER
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

CIO RECOMMENDATION: APPROVE [X]

SUBJECT

Authorize the solicitation and acquisition of Converge Server Virtualization Infrastructure hardware, software, and professional services for Department of Health Services Enterprise Internal Cloud solution (Phase 1).

IT IS RECOMMENDED THAT THE BOARD:

Authorize the Internal Services Department (ISD), as the County's Purchasing Agent, to proceed with the solicitation and acquisition of Converge Server Virtualization Infrastructure (Phase 1) hardware, software, and professional services for all Department of Health Services (DHS) servers hosted at Martin Luther King (MLK) Data Center, with a total cost of \$1,035,979.74,

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of this action will allow for the acquisition of Converge Server Virtualization hardware, software, and professional services for DHS servers hosted at MLK Data Center, including support, configuration, installation, testing, five (5) year warranty, and five (5) years of maintenance. The current DHS Server Virtualization infrastructure (Server Vblock) has reached the sized and designed capacities limits due to rapidly growing server virtual workloads demands within DHS.

The DHS Converge Server Virtualization platform will support Information Technology (IT) enterprise mission critical server virtual workloads consolidated at the MLK Data

Center. The equipment enables DHS to maintain Health Insurance Portability and Accountability Act requirements associated with patient and clinical records retention supporting all DHS business and Hospital IT operations. This acquisition is Phase 1 in DHS' ongoing project to maintain the integrity of the DHS Centralized Data Center environment systems and services. This effort is part of DHS' consolidation strategy of various systems and also supports the Electronic Health Record system known as the Online Real-Time Centralized Health Information Database (ORCHID). The Converge Server Virtualization hardware and software are needed to: 1) replace end-of-life Server Vblock solution and provide DHS with a modern Converge Server Virtualization platform that is highly optimized, flexible and scalable to empower IT to react faster to business needs; 2) enable DHS to consolidate multiple virtual and physical environments onto shared server virtualization infrastructure to yield additional economies of scale saving inherent in sharing converge infrastructure for server virtualization; and 3) provide for future growth, as needs increase, as the hardware will include sufficient data and computing capacity to meet DHS' current needs.

In addition, replacing its current clinical information systems (Vision Share, Patient Referral System and Electronic Data Repository) with ORCHID, requires virtual hardware (server) upgrades. As a result, some of the current hardware (legacy server) will be replaced with new virtual hardware. These efforts are part of DHS' goal of standardizing server images across DHS facilities.

Implementation of Strategic Plan Goals

The recommended action will support Goal 1, Operational Effectiveness/Fiscal Sustainability, of the County's Strategic Plan.

FISCAL IMPACT/FINANCING

The total one-time estimated net cost of the hardware and software is \$1,035,979.74 for this Phase 1 acquisition and includes professional services, five (5) year warranty, and five (5) years maintenance. The details comprising the estimated total costs are shown in Attachment II.

Funding is included in DHS' Fiscal Year (FY) 2015-16 Final Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On October 16, 2001, the Board approved the classification categories for fixed assets and new requirements for major fixed assets (now referred to as capital assets) purchases requiring County departments to obtain Board approval to purchase or finance equipment with a unit cost of \$250,000 or greater prior to submitting their requisition to ISD.

The County's Chief Information Officer recommends approval of this purchase and that Office's Analysis is attached (Attachment I).

CONTRACTING PROCESS

This is a commodity purchase under the statutory authority of the County's Purchasing Agent. This acquisition will be competitively bid by the County's Purchasing Agent in accordance with County Purchasing Policies and Procedures established by ISD.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommendation will enable continued implementation of DHS' various systems consolidation strategies and support ORCHID.

Respectfully submitted,

Reviewed by:

Mitchell H. Katz, M.D.
Director

Richard Sanchez
Chief Information Officer

MHK:RS:hs

Enclosures (2)

c: Chief Executive Office
Executive Office, Board of Supervisors
County Counsel
Internal Services Department

ATTACHMENT II

Description	One Time Cost
Hardware Subtotal	\$ 618,747.12
Software Subtotal	\$ 30,411.04
Hardware Maintenance (5 Years)	\$ 185,700.60
Software Maintenance and Support (5 Years)	\$ 32,340.00
Professional Services + Training	\$ 110,000.00
Sales Tax	\$ 58,780.98
Grand Total	\$ 1,035,979.74

**C) Board Letter - ISSUANCE AND SALE OF LOS ANGELES
COUNTY PUBLIC WORKS FINANCING AUTHORITY
LEASE REVENUE BONDS, 2016 SERIES D**

TTC – Joe Kelly or designee

February 16, 2016

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

The Honorable Board of Directors
Los Angeles County Public Works Financing Authority
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**ISSUANCE AND SALE OF
LOS ANGELES COUNTY PUBLIC WORKS FINANCING AUTHORITY
LEASE REVENUE BONDS, 2016 SERIES D
(ALL DISTRICTS) (4 VOTES)**

SUBJECT

The Treasurer and Tax Collector (the "Treasurer") is requesting authorization to issue the Los Angeles County Public Works Financing Authority 2016 Lease Revenue Bonds (MLK Hospital Project), 2016 Series D (the "2016 Series D Bonds"), in an aggregate principal amount not to exceed \$300 million. Proceeds from the sale of the 2016 Series D Bonds will be utilized to redeem outstanding commercial paper notes used to finance the renovation of the inpatient tower and several other buildings located at the Martin Luther King, Jr. Community Hospital (the "MLK Hospital").

IT IS RECOMMENDED THAT YOUR BOARD:

1. Adopt the resolution authorizing: a) the issuance and sale of the 2016 Series D Bonds on a tax-exempt basis with a not to exceed par amount of \$300 million to finance the redemption of outstanding commercial paper notes issued to fund the capital improvements for the new MLK Hospital facility; and b) the execution and delivery of various legal documents required to issue the 2016 Series D Bonds and complete the proposed transaction.
2. Ratify the public hearing related to the issuance of the 2016 Series D Bonds held by the Treasurer and Tax Collector on January 13, 2016 in accordance with Section 6586.5 of the California Government Code.

3. Ratify the public hearing related to the issuance of the 2016 Series D Bonds held by the Treasurer and Tax Collector on January 13, 2016 in accordance with Section 147(f) of the United States Federal Government Internal Revenue Code of 1986.

IT IS RECOMMENDED THAT YOUR BOARD, ACTING AS THE BOARD OF DIRECTORS OF THE LOS ANGELES COUNTY PUBLIC WORKS FINANCING AUTHORITY:

1. Adopt the resolution authorizing: a) the issuance and sale of the 2016 Series D Bonds on a tax-exempt basis with a not to exceed par amount of \$300 million to finance the redemption of outstanding commercial paper notes issued to fund the capital improvements for the new MLK Hospital facility; and b) the execution and delivery of various legal documents required to issue the 2016 Series D Bonds and complete the proposed transaction.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the above recommendations will authorize the issuance of the 2016 Series D Bonds and the execution and delivery of all related documents. The proceeds from the sale of the 2016 Series D Bonds will be used to redeem approximately \$284 million of outstanding commercial paper notes used to finance capital expenditures related to the renovation of the inpatient tower and several other buildings located at the new MLK Hospital facility.

Capital Financing Strategy

The issuance of commercial paper as the initial financing vehicle for the MLK Hospital illustrates a key component of the County's capital financing strategy. The initial funding for capital facilities during the construction phase of a project is financed with cost-effective short-term notes issued through the \$600 million Los Angeles County Capital Asset Leasing Corporation (LACCAL) Lease Revenue Note Program (the "Note Program"). Upon completion of a capital project initially financed through the Note Program, the County will issue long-term lease revenue bonds, with the proceeds from the sale of the bonds used to redeem the outstanding short-term notes. The issuance of short-term notes as the initial financing vehicle allows the County to avoid the cost of capitalized interest during the construction phase, which can add up to 20% to the total cost of a project. The corresponding issuance of long-term bonds upon completion of a project enables the County to more effectively align the debt service cost of the project with the estimated useful life of the capital facility. Based on the current capacity and utilization of the Note Program, upon redemption of the \$284 million of commercial paper notes used to finance the MLK Hospital, the County will have approximately \$496 million of remaining capacity in the Note Program that can be allocated to finance new capital projects.

Martin Luther King, Jr. Community Hospital

In February 2010, in preparation for the eventual reopening of the MLK Hospital, the County began a multi-year renovation project to upgrade the capital facilities. As part of the renovation project, several buildings within the MLK Hospital facility underwent major restorations including the Hospital Inpatient Tower, Ancillary Building, Central Plant, Hawkins Building, Main Lobby & Admitting Building, Old MACC Building and Hospital Support Building. In addition, a pedestrian tunnel and several utility tunnels were also renovated as part of the project. The total cost of the multi-year renovation project financed through the Note Program is approximately \$284 million. The new MLK Hospital, which reopened to the public in July of 2015, features 120 acute care beds, a 21-bed emergency department, and an intensive care unit. The MLK Hospital also offers maternity, radiology, laboratory, and pharmacy services, as well as other hospital-based services for patients.

The new MLK Hospital is operated by the Martin Luther King, Jr. Los Angeles Healthcare Corporation (the "MLK-LA"), a 501(c)(3) non-profit entity, under a 40-year operating lease with the County which commenced in of April 2014. The County continues to separately operate the Martin Luther King, Jr. Outpatient Center and the Augustus Hawkins Mental Health Center, which are located on the MLK Hospital campus.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

This action supports Strategic Plan Goal #1: Operational Effectiveness/Fiscal Sustainability by providing cost-effective financing for the County's capital facilities.

FISCAL IMPACT/FINANCING

Based on current market conditions, the County expects to issue the 2016 Series D Bonds with a par amount of approximately \$246 million and generate an additional \$43 million of proceeds through bond premium. The total proceeds will be used to redeem approximately \$284 million of outstanding commercial paper notes, with the remaining proceeds used to establish a debt service reserve fund and to pay the costs of issuance for this financing.

Estimated Borrowing Costs

The Resolutions being presented to your Board require the 2016 Series D Bonds to be issued at a true interest cost not to exceed 6.0 percent. Given the current interest rate environment, it is expected that actual borrowing costs will be significantly lower and should result in a true interest cost to the County of approximately 4.0 percent. The Treasurer is recommending the 2016 Series D Bonds to be structured with level debt service payments over a 30-year amortization period commencing in 2017, with the final

maturity in December 2045. Based on the County's strong credit profile and current market conditions, the proposed structure will result in average annual debt service payments of approximately \$16 million, or total debt service costs of \$480 million over the 30-year term. The actual debt service payments for the 2016 Series D Bonds will depend on market conditions on the day of pricing. The expected annual debt service for the 2016 Series D Bonds is less than the \$18 million annual rent payment paid by MLK-LA to the County under the terms of their 40-year operating lease with the County.

County Financial Support

To assist with the opening of the MLK Hospital, the County has provided MLK-LA with \$50.0 million of coordination start-up funds, \$39.1 million of grant funding, and \$82 million of long-term loan funding, which includes a 30-year loan in the amount of \$50 million, a 10-year revolving line of credit in the amount of \$20 million, and a 2-year loan in the amount of \$12 million. On January 5, 2016, your Board approved an additional short-term revolving loan in the amount of \$40 million to assist MLK-LA with post-hospital opening expenses. The short-term revolving loan is due and payable to the County by June 30, 2016. In addition, the Department of Health Services has committed to make ongoing annual payments of \$18 million for indigent care support, and \$50.0 million of intergovernmental transfers for the benefit of the new MLK Hospital.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The 2016 Series D Bonds are being issued pursuant to the Marks-Roos Local Bond Pooling Act of 1985, constituting Section 6584 et seq. of the California Government Code. The County intends to issue the 2016 Series D Bonds through the Authority using a standard lease revenue structure. Under the lease revenue structure, the County leases the pledged assets to the Authority through a lease agreement, and the Authority leases the same pledged assets back to the County through a sublease agreement. The 2016 Series D Bonds will be secured by annual base rental payments from the County to the Authority, which are subject to annual appropriation by your Board.

The 2016 Series D Bonds will be issued pursuant to a new Master Indenture and Master Lease structure established in February 2015 in connection with the issuance of the Los Angeles County Public Works Financing Authority Lease Revenue Bonds, 2015 Series A (the "2015 Series A Bonds"). The Master Indenture was amended in August 2015 in connection with the issuance of the Los Angeles County Public Works Financing Authority Lease Revenue Refunding Bonds, 2015 Series B and 2015 Series C (the "2015 Series B and C Refunding Bonds"). To facilitate the issuance of the 2016 Series D Bonds under the new Master Lease structure, the County will execute amendments to the Master Indenture, Master Site Lease and Master Sublease and execute various other financing documents related to the financing. The amendments to the Master Site Lease and Master Sublease will allow the County to pledge the MLK

Hospital as an additional real property asset to secure the repayment of the 2015 Series A Bonds, the 2015 Series B and C Refunding Bonds and the 2016 Series D Bonds.

The MLK Hospital that will be pledged as additional collateral to support the issuance of the 2016 Series D Bonds is comprised of five separate assets, which include the In-Patient Tower, Healing Garden, Main Lobby & Admitting Building, Hospital Services Building and Ancillary Building. In addition to the MLK Hospital, the other real property assets pledged as collateral under the Master Lease to secure the repayment of the 2015 Series A Bonds, the 2015 Series B and C Refunding Bonds and the 2016 Series D Bonds include the following properties:

- Civic Center Heating & Refrigeration Plant
- Internal Services Department Headquarters
- Manhattan Beach Library
- Zev Yaroslavsky Family Support Center
- Lost Hills Sheriff Station
- LAX Courthouse
- Chatsworth Courthouse
- Michael D. Antonovich Courthouse

Financing Team

Given the relative complexity of a lease revenue bond financing, the Treasurer is recommending that the sale of the Bonds be conducted on a negotiated basis. J.P Morgan has been selected as the senior managing underwriter, with Citibank and RBC Capital Markets appointed as co-senior managers for this transaction. Public Resources Advisory Group has been appointed as the financial advisor for this transaction, with Hawkins Delafield & Wood selected by County Counsel to serve as bond counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There is no impact on current services or projects.

Honorable Board of Supervisors
February 16, 2016
Page 6

CONCLUSION

Upon approval of the attached Resolutions, it is requested that the Acting Executive Officer of the Board return two originally executed copies to the Treasurer and Tax Collector (Office of Public Finance).

Respectfully submitted,

JOSEPH KELLY
Treasurer and Tax Collector

JK:DB:JP:pab
Pb/brdltr/2015PWFA080415

Attachments

c: Chief Executive Officer
Auditor-Controller
County Counsel
Acting Executive Officer, Board of Supervisors

**D) Board Letter – Approval OF REVISED BOARD POLICY
NUMBER 5.030 – LOW-COST LABOR RESOURCE
PROGRAM**

ISD – Dave Chittenden or designee



JIM JONES
Director

County of Los Angeles
INTERNAL SERVICES DEPARTMENT

1100 North Eastern Avenue
Los Angeles, California 90063

Telephone: (323) 267-2101
FAX: (323) 264-7135

"To enrich lives through effective and caring service"

February 2, 2016

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF REVISED
BOARD POLICY NUMBER 5.030 – LOW-COST LABOR RESOURCE PROGRAM
(ALL DISTRICTS - 3 VOTES)**

SUBJECT

Recommendation to approve the revised Board of Supervisors Policy Number 5.030, Low-Cost Labor Resource Program that provides guidance on various low-cost County resource programs available to County departments.

IT IS RECOMMENDED THAT THE BOARD:

Approve the attached Board of Supervisors Policy Number 5.030, Low-Cost Labor Resource Program ("Policy"), revised to expand the scope of contracts where low-cost resources may be provided under this program.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The revised Policy was approved by your Audit Committee on October 15, 2015, and language was either deleted, added, or modified to accomplish the following:

- Expand the scope of contracts where low-cost resources may be used to include landscaping, grounds and general maintenance and other unskilled labor tasks.
- Provide a Low-Cost Labor Resource Providers list for departments in policy and on the intranet.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The County Strategic Plan Goal of Operational Effectiveness (Goal 1) directs that we maximize the effectiveness of processes, structure, and operation to support timely delivery of customer-oriented and efficient public services. The Board's adoption of the revised Policy is consistent with this goal.

FISCAL IMPACT/FINANCING

No fiscal impact.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Policy revisions are a result of an assignment received from your Executive Office, to review the County's low-cost labor resource program policy and report back with recommendations or revisions to the policy.

The revised Policy provides further resources for departments to reach out to these resource providers before contracting out services. The changes will be effective upon your Board's approval.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the revised Policy will require departments to consider low-cost County resource options in lieu of or supplements to any future Board approved contracts or contract renewals.

CONCLUSION

It is requested that the Executive Officer, Board of Supervisors return two stamped copies of the approved Board letter to the Director, ISD.

Respectfully submitted,

JIM JONES
Director

JJ:DC:JS:YY
Attachment

**E) Board Letter – ACCEPT FUNDING FROM (CPUC) TO
CONTINUE SoCaIREN AND LOCAL GOVERNMENT
PARTNERSHIP ENERGY PROGRAMS**

ISD – Dave Chittenden or designee



County of Los Angeles
INTERNAL SERVICES DEPARTMENT

1100 North Eastern Avenue
Los Angeles, California 90063

JIM JONES
Director

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February 16, 2016

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ACCEPT FUNDING FROM THE CALIFORNIA PUBLIC UTILITIES COMMISSION (CPUC) FOR CALENDAR YEAR 2016 TO CONTINUE BOTH THE SOUTHERN CALIFORNIA REGIONAL ENERGY NETWORK (SoCalREN) AND LOCAL GOVERNMENT PARTNERSHIP ENERGY PROGRAMS CURRENTLY ADMINISTERED BY THE COUNTY, AND APPROVE APPROPRIATION ADJUSTMENT (4 VOTES - ALL DISTRICTS)

SUBJECT

Request acceptance of funding for calendar year 2016 from the CPUC for the continuation of the SoCalREN energy programs and the Local Government Partnership (LGP) administered by the County under the Internal Services Department (ISD) and approve a \$10 million appropriation adjustment in the Utilities Budget.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Accept \$21.7 million from the CPUC Energy Efficiency Programs funding cycle for calendar year 2016 to continue administration and implementation of SoCalREN energy programs which are administered by ISD's County Office of Sustainability (COS).
2. Accept \$1.1 million from the CPUC Energy Efficiency Programs for calendar year 2016 to continue the LGP between the County, Southern California Edison (SCE), and Southern California Gas Company (SCG), and authorize the ISD Director, or his designee, to approve and execute an amendment to the current agreement with SCE and SCG to continue work through 2016.

3. Approve a Fiscal Year (FY) 2015-16 appropriation adjustment of \$10.0 million under the Utilities Budget.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

SoCalREN Programs

In January 2013, to leverage American Recovery and Reinvestment Act (ARRA) investments in energy programs the CPUC approved two proposals from groups of regional and local governments under the 2013-2014 Energy Efficiency Program proceeding for program funding. That Decision directed that these multi-jurisdictional programs be called Regional Energy Networks. The CPUC also directed that Southern California Edison (SCE) and Southern California Gas Company (SCG) should execute an agreement with the County for \$44.8 million to continue implementing energy programs initiated by ISD using ARRA funding and to implement them across the broader, southern California region. ISD's program proposal was approved by the CPUC as the Southern California Regional Energy Network, or SoCalREN. ISD acts as the contract administrator with SCE and SCG to receive the funding and provides required program reporting to the CPUC.

In October of 2014 the CPUC authorized that the SoCalREN should be funded at \$21.7 million for calendar year 2015. In November of 2014, ISD requested and received your Board's approval to accept that funding and subsequently executed an amendment to the agreement with SCE and SCG to continue implementing the SoCalREN programs through calendar year 2015.

In October of 2015, the CPUC directed that the SoCalREN should be funded for another \$21.7 million for calendar year 2016. This Board letter seeks authorization for ISD to accept that funding. Your Board had previously authorized ISD to execute amendments to the agreement with SCE and SCG should the CPUC provide additional funding, as such ISD has executed an amendment to the agreement with SCE and SCG to continue implementing the SoCalREN programs through calendar year 2016.

Attachment 1 provides a brief description of the programs administered under the SoCalREN.

Attachment 2 provides previous Board letters submitted by ISD to request approval for the \$21.7 million extension (letter dated November 18, 2014) and for the original \$44.8 million funding from the CPUC (letter dated January 15, 2013). This Board letter requests approval to accept the \$21.7 million funding for 2016.

Local Government Partnership (LGP) Programs

As a result of the same October 2015 Decision described above, the CPUC approved the first year of a 10 year-cycle of funding, \$1.1 million, to continue the long-standing LGP between the County, SCE, and SCG through the calendar year of 2016. The County/SCE/SCG LGP has existed since 2004 and has implemented energy efficiency projects in County facilities, including retro-commissioning, lighting, and building control system upgrades, which have proven to be highly successful and cost-effective.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

These actions support Goal 1, Operational Effectiveness, by obtaining external funding to promote environmentally responsible practices. These actions also support Goal 3, Community and Municipal Services, by providing a program that promotes energy efficiency and conservation, and enhances health and sustainable practices in the County.

FISCAL IMPACT/FINANCING

Because of the timing of the CPUC Decision regarding this funding, the FY 2015-16 Utilities Budget does not include funding to implement a portion of the projected, funded activities in 2016. As a result, ISD requests that your Board approve an appropriation adjustment to increase the FY 2015-16 Utilities budget by \$10.0 million to reflect both funding sources. The \$10.0 million includes immediate funding of County labor, consultant and contractor labor, project incentives, financing reserves, and other marketing, education and outreach efforts.

There will be no impact to the County General Fund. Requests for activities beyond FY 2015-16 will be included in the FY 2016-17 Utilities budget request.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Attachments 1 and 2 are previous Board Letters submitted by ISD to accept funding from the CPUC to administer and implement energy programs across the southern California region under the SoCalREN. The Attachments also provide citations to, and quotations from, the regulatory decisions at the CPUC which authorized this funding.

On October 28, 2015, the CPUC issued its *Decision for Energy Efficiency Goals for 2016 and Beyond and Energy Efficiency Rolling Portfolio Mechanics* (D.15-10-028) which authorized the continuation of energy efficiency programs, including the 2016 Programs of the SoCalREN, under an existing agreement with SCE and SCG. The 2016 funding is essentially a rolling-forward of the 2015 Programs with an annual budget level authorized for 2015.

ISD will keep your Board apprised of future CPUC Decisions on long-term energy programs funding and will seek your Board's approval to receive any future funding as directed by the CPUC.

ENVIRONMENTAL DOCUMENTATION

Under the January 14, 2013 Board Letter (Attachment 1), your Board found that the scope of work in these programs met the criteria set forth in Section 15308 of the State CEQA Guidelines and Class 8 of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G, in that it is an action taken by a regulatory agency, as authorized by State law, to assure the maintenance, restoration, enhancement, or protection of the environment where the regulatory process involves procedures for protection of the environment. The scope of work is within the class of projects that has been determined not to have a significant effect on the environment. In addition, there are no cumulative impacts, unusual circumstances, or other limiting factors that would make the exemption inapplicable based on the project records.

CONTRACTING PROCESS

Attachment 2 includes the Board Letter from January 15, 2013 from which your Board authorized the Director of ISD to execute any amendments to the original SoCalREN agreement executed by ISD, SCE and SCG.

Under this authority, ISD executed an amendment to the original agreement with SCE and SCG effective December 14, 2015. The term of the amended agreement extends to March of 2017.

The CPUC is currently administering a regulatory proceeding to determine if, and how, longer term funding may be made available to energy efficiency program administrators like SCE, SCG and including the SoCalREN. The 2016 SoCalREN funding was authorized under the first part of that proceeding. Longer term SoCalREN funding (up to as much as 10 years) will be determined by the CPUC later this year. ISD will keep your Board apprised of the CPUC's decision on this and will return to your Board to accept additional, longer term funding, if authorized, and to seek approval of a new agreement.

ISD will execute an amendment to the current LGP agreement later this year to reflect funding for 2016.

IMPACT ON CURRENT SERVICES OR PROJECTS

Approval of these actions will facilitate continuing and more widespread implementation of the energy programs initiated by the County using ARRA and past CPUC funds.

These programs will continue to reduce greenhouse gases, reduce total energy use and improve energy efficiency throughout the County in a cohesive and comprehensive manner. Use of these additional funds will help expand programs throughout the region and will help the State achieve its goal of creating substantial, sustainable, and measurable energy savings, green jobs and economic stimulus benefits.

CONCLUSION

The Executive Office of the Board of Supervisors is requested to return one stamped copy of the approved Board letter to the Director of ISD.

JJ:DC:HC:sg

Attachments

Respectfully submitted,

JIM JONES
Director

c: Chief Executive Officer
Executive Office, Board of Supervisors
County Counsel

Attachment 1
Southern California Regional Energy Network
Scope of Work

SoCalREN Administration	
SoCalREN Marketing, Education, Outreach	Promote SoCalREN programs and services to other public agencies and stakeholders.
SoCalREN Administration, Governance, Management	Administer SoCalREN program with CPUC/IOUs; manage SoCalREN Advisory Committee, coordinate program implementation with stakeholders and participants.
Energy Upgrade California	
Residential Upgrade Incentives	Administer ARRA Flex Path Incentives, Modified Basic Path Incentives, and Home Upgrade Incentives for single-family, residential properties.
Local Marketing and Outreach	Continue Energy Upgrade California local marketing and outreach programs, home audit incentives, home assessment vouchers, and third-party referral incentives (Energy Champions).
Contractor Outreach and Training	Continue HVAC Contractor incentive program, contractor training and contractor co-operative marketing.
Green Building Labeling	Continue realtor training, assessment incentives, homeowner education and outreach on residential green building labels.
Workforce Training	Pilot workforce training program targeting organized labor hiring opportunities for disadvantaged workers in non-residential building upgrade sectors.
Low Income Retrofits	Pilot program to integrate EUC projects into County Public Housing Authority's residential rehabilitation program and train low-income rehabilitation contractors.
Multi-Family Upgrade Incentives	Continue multi-family building assessment and upgrade incentives.
Financing Programs	
Single-Family Loan Loss Reserve	Expand single-family residential loan program (with Matador's Credit Union) to other jurisdictions and include additional upgrade measures for financing. Transition residential program incentives to residential PACE program.
Multi-Family Loan Loss Reserve	Develop pilot program to provide financing for multi-family upgrade projects.
Non-Residential PACE	Provide marketing, education, outreach, program development and technical support to PACE programs. Does not include debt-service reserve support.
Public Building Loan Loss Reserve	Provide marketing, education, outreach and technical support for private financing program available to all public agency building projects. Does not include loan loss reserve support.
Public Agency Revolving Loan Fund	Provide education and technical support to public agencies on development of internal revolving loan fund programs (e.g., ISD's Energy Financing Program). Seek other loan fund "seed" funding sources.

Attachment 1
Southern California Regional Energy Network
Scope of Work

Public Agency Technical Support	
Aggregated Regional Procurement Program	Provide centralized, aggregated technical support for public agency energy managers to identify, specify and procure retrofit equipment and services.
Public Building Projects Technical Support	Provide technical and EEMIS services to other public building energy managers.
Regional Climate Action Plan Support	Continue L.A. Regional Collaborative for Climate Action and Sustainability (LARC) support for regional Climate Action Plan and Adaptation Study.
Water Utilities Energy Program	Provide energy efficiency support for municipal water utilities' buildings; assess pilot, water/energy efficiency incentive programs.
Regional Permit Office Energy Project	Expand pilot program which tracks energy efficiency projects within municipal building permitting systems.
Non-Residential Workforce Training Pilot	Develop pilot training program for disadvantaged workers entry into non-residential energy efficiency retrofit markets.



JIM JONES
Director

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INTERNAL SERVICES DEPARTMENT

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"To enrich lives through effective and caring service"

November 18, 2014

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**ACCEPT FUNDING FROM THE CALIFORNIA PUBLIC UTILITIES COMMISSION (CPUC)
FOR CALENDAR YEAR 2015 TO CONTINUE TWO ENERGY PROGRAMS CURRENTLY
ADMINISTERED BY THE COUNTY, AUTHORIZE IMPLEMENTATION OF A
LOCAL WORKER HIRING PROGRAM FOR ENERGY PROJECTS IN COUNTY FACILITIES, AND
APPROVE APPROPRIATION ADJUSTMENT
(ALL DISTRICTS - 4 VOTES)**

SUBJECT

Request acceptance of funding for calendar year 2015 from the CPUC for the continuation of County-administered energy programs previously approved under the County's 2013-2014 Energy Efficiency Programs and Budgets Agreement, including the Southern California Regional Energy Network (SoCalREN) and the Local Government Partnership (LGP); approve implementation of a Local Worker Hiring Program (LWHP) for energy projects within County facilities; approve extension of applicable consultant contracts; and approve appropriate adjustment of \$15 million in the Utilities Budget.

IT IS RECOMMENDED THAT THE BOARD:

1. Continue SoCalREN Programs. For the final year of a three-year pilot, accept \$21.7 million from the CPUC Energy Efficiency Program for calendar year 2015 to continue administration and implementation of County-initiated energy programs through the Southern California Regional Energy Network (SoCalREN).
2. Continue LGP Programs. Accept \$1.1 million from the CPUC Energy Efficiency Program for calendar year 2015 to continue the Local Government Partnership (LGP) between Southern California Edison (SCE), Southern California Gas Company (SCG), and authorize the Director of the

Internal Services Department (ISD), or his designee, to approve and execute an amendment to the current agreement with SCE and SCG to continue this work through 2015.

3. Budget Adjustment. Approve an appropriation adjustment of \$15.0 million under the Utilities Fiscal Year (FY) 2014-15 operating budget.

4. Extend Consultant Contracts. In support of Recommendation 1, above, and to avoid gaps in the delivery of ongoing energy programs, authorize the Director of ISD or his designee to approve and execute amendments for time extensions and budget increases for five (5) vendors currently under contract with ISD to continue energy programs through the SoCalREN through the final year of the SoCalREN pilot programs.

5. Adopt Local Worker Hiring Program Policy. Authorize the implementation of an LWHP for energy projects implemented in County facilities under the County's Energy Efficiency Projects Master Agreement (EEPMA) for energy projects within County facilities, as described in Attachment A – Local Worker Hiring Program, and delegate authority to the Director of ISD or his designee to approve and execute any required amendments to EEPMA in support of LWHP implementation.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

ISD requests your Board accept funding from the CPUC to extend two current energy programs through calendar year 2015 administered by ISD: the SoCalREN and the County/SCE/SCG Local Government Partnership (LGP). Each program currently operates under separate agreements between and among the County, SCE, and SCG.

Under these two programs, ISD has overseen the implementation of various energy upgrade projects in a multitude of building sectors including: single family and multi-family residential; low-income; non-residential; and public agency; including the County's facility infrastructure. The programs provide a wide range of support including: funding for energy measures installation in County facilities; private sector project rebates and incentives; technical support and project financing for private and public sectors; energy sector workforce training; region-wide climate action planning; programs marketing and outreach, and public energy education. Many of these programs were initiated under the County's receipt of American Recovery and Reinvestment Act (ARRA) grants in 2009 and 2010, and continued under CPUC funding provided to the County in 2013 as described below.

SoCalREN Programs (Recommendation Nos. 1 & 3)

SoCalREN is the Southern California Regional Energy Network, a consortium of counties, cities, and other local government agencies in the SCE and SCG service territories. SoCalREN programs and services are accessible to all cities in California within all portions of the following counties: Los Angeles, Orange, Ventura, Santa Barbara, Riverside, San Bernardino, Kern, Tulare, Inyo, Mono, and small portions of Kings and Fresno. Los Angeles County ISD is the lead agency and fiscal and contracting agent for SoCalREN.

On October 16, 2014, the CPUC approved a Final Decision designating calendar year 2015 as an extension year for the 2013-2014 Energy Efficiency Programs, rather than initiating a new, two to three year Energy Efficiency Programs funding cycle beginning in 2015, which is the CPUC's normal

pattern. Both the SoCalREN and the County/SCE/SCG LGP will be funded through 2015 under this Final Decision. The CPUC is treating 2015 as the final year of a three-year pilot.

Previously, on January 15, 2013, your Board approved the following recommended actions (Board Letter included as Attachment B). as proposed by the Director of ISD to accept CPUC funding for 2013 and 2014 to continue implementing programs initiated by the County under ARRA and past CPUC funding:

1. Authorize the Director of ISD or his designee to execute Agreements with SCE and SCG that provide \$44.8 million in 2013-2014 CPUC Energy Efficiency Program funds to continue administration and implementation of the County's successful ARRA and CPUC programs. The contract will be effective for calendar years 2013 and 2014 but may extend beyond 2014 if ordered by the CPUC.
2. Delegate authority to the Director of ISD or his designee to approve any required time extensions, modifications, or amendments to the Agreements, and execute all required documents with SCE and SCG.
3. Delegate authority to the Director of ISD or his designee to approve any amendment providing additional funding by the CPUC.

The foregoing were based on a November 15, 2012, CPUC Final Decision approving 2013-2014 Energy Efficiency Programs and Budgets for various program administrators. Under that Decision, the CPUC authorized the SoCalREN to implement these County-initiated programs throughout the southern California region and the County (through ISD) to administer the SoCalREN.

LGP Programs (Recommendation Nos. 2 & 3)

As a result of the same November 15, 2012, Decision described above, on January 15, 2013, your Board authorized the acceptance of funding from the CPUC to continue the long-standing LGP between the County, SCE, and SCG through 2013-2014. On February 16, 2010, your Board authorized acceptance of \$4.3 million in CPUC funding to implement energy efficiency projects throughout County facilities for calendar years 2010 through 2012. The County/SCE/SCG LGP has existed since 2004 and has implemented energy efficiency projects in County facilities, including retro-commissioning, lighting, and building control system upgrades, which have proven to be highly successful and cost-effective.

Work Order Extensions for ESSMA Consultants (Recommendation No. 4)

Also, since an additional year has been added to the implementation of ongoing 2013-2014 energy programs under the SoCalREN, ISD requests your Board approve an increase in Energy Support Services Master Agreement (ESSMA) Work Order authorizations for 5 (five) consultants currently implementing energy programs under the 2013-2014 funding so they may continue their work through 2015. It is not possible to re-solicit new vendors to implement ongoing energy programs for the 2015 extension year without severely impacting the current energy programs' continuity and delivery of projects. The terms of these extensions and increases are described in Attachment C.

Local Worker Hiring Program Policy (Recommendation No. 5)

In addition, ISD requests your Board authorize the implementation of a Local Worker Hiring Program (LWHP) for implementation of energy projects under the ISD-managed Energy Efficiency Projects Master Agreement (EEPMA). The LWHP under EEPMA will require ISD, and EEPMA contractors and sub-contractors, to make good faith efforts at achieving an aspirational goal of employing qualified local workers in at least 30% of the total California craft worker hours for projects implemented under EEPMA.

This request is consistent with past Board policy adoption of similar LWHPs for individual capital projects and Job Order Contracting projects (see Attachment D). In this case, the EEPMA LWHP will support the hiring of qualified local workers on a number of energy projects implemented under the duration of the current EEPMA, and will provide additional benefits including reduced commuting distances to/from project locations, reduced traffic congestion, and mitigation of greenhouse gas production.

Additionally, the CPUC's Long Term Energy Efficiency Strategic Plan includes a goal to ensure that job candidates from low-income and disadvantaged communities have an opportunity to enter sustainable careers in the State's over \$1 billion annual energy efficiency industry. In support of the Strategic Plan, the SoCalREN, through ISD, was authorized 2013-2014 funding by the CPUC to pilot a workforce development pilot program which provides outreach, education and training to contractors on energy project opportunities and support to contractors on qualifying as an EEPMA vendor. The CPUC Decision authorizing 2013-2014 funding included establishment of a Workforce Education and Training Committee to evaluate new opportunities to advance the Strategic Plan goal, and that Committee identified the SoCalREN workforce development pilot program as a potential, new best practice. The County and the SoCalREN have been active in both building demand for energy projects across the region and in helping to increase the supply of local contractors to meet growing energy project demand. The implementation of the EEPMA LWHP supports the furtherance of a legitimate statewide and regional, governmental interest.

"Local residency" is defined with a two-tier system: first preference will be given to qualified workers residing within the County of Los Angeles zip codes within a 5-mile radius of each project; and second preference given to qualified workers residing within the County in any zip code having an unemployment rate in excess of 150% unemployment rate for the County as a whole. The EEPMA LWHP is included as Attachment A. ISD will monitor the program based on payroll or invoice records which provide hours worked and zip code of the workers. ISD will submit reports annually to the CPUC and your Board on program performance.

Implementation of Strategic Plan Goals

These actions support Goal 1, Operational Effectiveness, by obtaining external funding to promote environmentally responsible practices. These actions also support Goal 3, Community and Municipal Services, by providing a program that promotes energy efficiency and conservation, and enhances health and sustainable practices in the County.

FISCAL IMPACT/FINANCING

Because of the timing of receipt of this funding, the Utilities' FY 2014-15 budget does not include funding to implement a portion of the projected, funded program activities in 2015. As a result, ISD requests that your Board approve an Appropriation Adjustment (see Attachment E) to increase services and supplies by \$15.0 million in the Utilities' FY 2014-15 budget to reflect this funding. The

\$15.0 million includes immediate funding of County labor, consultant and contractor labor, project incentives, financing reserves, and other marketing, education and outreach efforts.

There will be no impact to the County General Fund. Requests for activities beyond FY 2014-15 will be included in the Utilities' FY 2015-16 budget request.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

CPUC Decision on 2013-2014 Energy Efficiency Programs Funding

On November 15, 2012 the CPUC adopted its Final Decision Approving 2013-2014 Energy Efficiency Programs and Budgets, which provides funding for utility and other energy efficiency programs. The Decision authorized \$44.8 million to continue support for the County-initiated ARRA and CPUC programs described under the SoCalREN.

In order to leverage ARRA investments in energy programs throughout the State and regional program infrastructure developments, and to maximize growing expertise in local governments, the CPUC approved two proposals from groups of regional, local governments under the 2013-2014 Energy Efficiency Program proceeding for program funding. This Decision directed that these multi-jurisdictional programs would be called Regional Energy Networks. ISD's proposed program was named the Southern California Regional Energy Network, or SoCalREN. The CPUC directed that SCE and SCG execute an agreement with the County to continue implementing the energy programs in a broader region. ISD acts as the lead agency and contract administrator with the utilities to receive the funding and is to provide required program reporting to the CPUC.

The Decision also funded SCE and SCE LGP programs including the SCE/SCG/County LGP at \$1.1 million. SCE, SCG and the County have worked together under this LGP program since 2004.

CPUC Decision on 2015 Energy Efficiency Programs Funding and Potential Long-Term Funding

In January 2014, the CPUC issued a Rulemaking (R.13-11-005) which announced its intent to continue previously authorized 2013-2014 Energy Efficiency Programs through 2015. The Rulemaking provided guidance to program administrators that received 2013-2014 funding on how to submit proposals for requested 2015 program budgets. The Rulemaking also announced the CPUC's intention to use 2015 as an extension year for the 2013-2014 energy programs in order to plan for a transition from traditional, two to three program cycles to long-term, "Rolling Portfolios." These "Rolling Portfolios" would provide energy program funding and continuity for potentially up to 10 years. The "Rolling Portfolios" would mitigate energy programs' interruptions due to regulatory proceeding schedule uncertainties and would provide a signal to energy programs participants that the CPUC would act to ensure the availability of long-term, ratepayer support to enhance long-term energy projects planning.

On October 16, 2014, the CPUC adopted its "Decision Establishing Energy Efficiency Savings Goals and Approving 2015 Energy Efficiency Programs and Budgets D.14-10-046), which approved funding for various CPUC Energy Efficiency Program administrators. This Decision approved a budget for the SoCalREN of \$21,651,000 for 2015. This Decision also announced next steps for consideration and implementation of "Rolling Portfolios" including potential, long-term funding for the SoCalREN beginning in 2016. The Decision authorized that funding to energy program

administrators from 2016 to 2025 could be made available and indicated processes would be established to alter programs' scope and budgets based on criteria such as: program effectiveness evaluations, achievement of program goals, transformation of markets, unanticipated circumstances (e.g., new legislation, new technologies), and other regulatory decisions. ISD will keep your Board apprised of future CPUC Decisions on long-term energy programs funding and will seek your Board's approval to receive any future funding, if authorized in the future, by the CPUC for either the SoCalREN or the SCE/SCG/County LGP.

Use of EEPMA and the LWHP by other jurisdictions will be up to the individual jurisdictions. Their governing bodies or executives will determine if they may adopt the County's EEPMA process for qualifying contractors, implementing LWHP, soliciting project implementers, and/or utilizing EEPMA terms and conditions.

ENVIRONMENTAL DOCUMENTATION

On January 15, 2013, your Board found that the scope of work in these programs met the criteria set forth in Section 15308 of the State CEQA Guidelines and Class 8 of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G, in that it is an action taken by a regulatory agency, as authorized by State law, to assure the maintenance, restoration, enhancement, or protection of the environment where the regulatory process involves procedures for protection of the environment. The scope of work is within the class of projects that has been determined not to have a significant effect on the environment. In addition, there are no cumulative impacts, unusual circumstances, or other limiting factors that would make the exemption inapplicable based on the project records.

CONTRACTING PROCESS

Existing Programs / 2013-2014.

Under the CPUC Decision authorizing funding for 2013-2014 energy programs and with your Board's approval in November of 2012; ISD, SCE and SCG executed a new agreement which defined the scope of work, deliverables and other terms and conditions for the administration and implementation of SoCalREN programs throughout the Southern California region through 2013 and 2014.

ISD, SCE and SCG also executed an amendment to an existing County/SCE/SCG LGP agreement to utilize 2013-14 funding.

2015 Programs/Amendments.

The CPUC Decision authorizing funding for 2015 orders SCE and SCG to execute an agreement with the County for the implementation of the 2015 SoCalREN programs by not later than December 14, 2014. Upon your Board's acceptance of CPUC funding for calendar year 2015, ISD will commence negotiations with SCE and SCG to extend current agreement, and will execute an amendment per its delegated authority prior to the CPUC deadline.

ISD, SCE and SCG will also strive to amend the LGP agreement not later than December 14, 2014.

ESSMA Extensions.

To ensure continuity of the various energy efficiency programs in this final pilot year, ISD will extend work orders for five consultants under ESSMA.

Upon any future CPUC Decision authorizing funding under a "Rolling Portfolio" or other CPUC authorized mechanism for long-term funding for energy program administrators, and if the SoCalREN is authorized future long-term funding for the implementation of SoCalREN programs, ISD will solicit new program implementers for all energy programs under a new ESSMA solicitation.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of these actions will facilitate continuing and more widespread implementation of the energy programs initiated by the County using ARRA and past CPUC funds. These programs will reduce greenhouse gases, reduce total energy use and improve energy efficiency throughout the County, and in County facilities, in a cohesive and comprehensive manner. Use of these additional funds will help expand programs throughout the County and the region and will help the State achieve its goal of creating substantial, sustainable, and measurable energy savings, green jobs and economic stimulus benefits.

CONCLUSION

The Executive Office of the Board of Supervisors is requested to return one stamped copy of the approved Board letter to the Director of ISD.

Respectfully submitted,



JIM JONES

Director

JJ:HC:JG:sg

Enclosures

c: Chief Executive Officer
Executive Office, Board of Supervisors
County Counsel

ATTACHMENT A

ISD Board Letter 11-18-14

ENERGY EFFICIENCY PROJECT AGREEMENT –

LOCAL HIRING PROGRAM

ATTACHMENT A

ENERGY EFFICIENCY PROJECT MASTER AGREEMENT - LOCAL WORKER HIRING PROGRAM

I. PURPOSE OF THE PROGRAM:

The County of Los Angeles (County) Energy Efficiency Project Master Agreement - Local Worker Hiring Program (EEPMA-LWHP), as described below, is aimed at enhancing opportunities for certain qualified local County residents to be hired as construction workers on County projects implemented under the Internal Service Department's Energy Efficiency Project Master Agreement (EEPMA).

EEPMA-LWHP does not discriminate against or give preference to any particular group based on race, color, gender, sexual orientation, age or disability.

EEPMA-LWHP and its goals are purely aspirational, and do not create any procurement scoring preference or categorical mandatory set-asides.

II. DEFINITIONS

- A. **California Project Craft Worker Hours** -- Includes all craft worker hours performed on project work by California residents. California Project Craft Worker Hours excludes craft worker hours performed on the project by residents of states other than California.
- B. **Construction-Related Community-Based Service Organization** A non-profit organization that assists potential construction workers on public works projects or private development projects by providing access to training, support services, and job readiness skills.
- C. **Community Service Provider** – Any public agency or non-profit organization that provides pre-apprenticeship construction training; referral of trained local construction workers to contractors; and/or comprehensive employment support services.
- D. **Craft Employee Request Form** – The form used by contractors to request dispatch of craft workers (including apprentices and journeymen), who are Local Workers or Disadvantaged Local Workers, from a Community Service Provider or union hiring hall. The form is submitted by the contractor, completed and fulfilled by a Community Service Provider or union, and submitted to the Local Worker Coordinator as proof of compliance.

- E. **EEPMA Local Worker Coordinator** – The individual assigned by the County to monitor the County’s progress towards meeting the EEPMA LWHP goal.
- F. **Local Craft Worker Utilization Report** – Submitted on the first Monday of each month to the Local Worker Coordinator, the Local Craft Worker Utilization Report contains, at a minimum, the following information:
1. Total number of all workers (apprentices and journeymen), hours worked, and wages earned on the project
 2. Total number of Local Workers (apprentices and journeymen), hours worked, and wages earned (by Primary and Secondary Residency Preference Areas)
 3. Total number of hours worked by Local Workers by subcontractor
- G. **Local Small Business Enterprise (Local SBE)** -- A small business certified by the County Office of Small Business as having their principal office in the County for at least the most recent twelve months and possessing a Small Business Enterprise (SBE) certification from the State of California Department of General Services.
- H. **Local Worker** – An individual who resides in the County in the Primary Residency Preference Area or the Secondary Residency Preference Area.
- I. **Manpower Utilization Plan** – A plan that contains the manpower schedule for the hiring of Local Workers and the assignment and use of the subcontractors’ workforce to meet the Local Worker hiring requirement.
- J. **Pre-apprenticeship Training Programs** -- Programs administered by a public agency or non-profit organization that provide pre-apprenticeship training using a government approved curriculum. Trainees in these programs are provided an introduction to various construction trades through hands-on construction and in-classroom training. Graduates of these programs are seeking a career in construction.
- K. **Primary Residency Preference Area** – The area that includes those zip codes that are within a five-mile radius of the project within the County (including incorporated cities and unincorporated communities).
- L. **Secondary Residency Preference Area** – Defined by zip codes within the County (including incorporated cities and unincorporated communities) outside the Primary Residency Preference Area, where the unemployment rate exceeds 150% of the Los Angeles County’s average unemployment rate.

- M. **WorkSource Centers** — A network of public and private partners working together to support workers and businesses by serving their employment and training needs. Centers are funded by the Federal Workforce Investment Act (WIA) and most services are available at no cost.

III. LOCAL WORKER HIRING GOALS

The County, through vender outreach and training, and in collaboration with its Contractors and Subcontractors, aspires to meet the following local worker hiring goals:

- A. The EEPMA LWHP goal shall be that Local Workers shall perform at least 30% of the total California Project Craft Worker Hours.
- B. Under the EEPMA LWHP, Contractors are encouraged to perform the following activities:
 1. Contractors should first attempt to meet the Local Worker participation goal by employing qualified workers who reside in the Primary Residency Preference Area (per the Local Worker Hiring Program Zip Code Map).
 2. After making efforts to attempt to meet the Local Worker hiring goal by employing qualified workers who reside in the Primary Residency Preference Area, Contractors shall then make efforts to employ qualified Local Workers who reside in the Secondary Residency Preference Area (per the Local Worker Hiring Program Zip Code Map).
 3. Contractors are encouraged to provide documentation of efforts under III.B.1 and III.B.2 to the County's EEPMA LWHP Coordinator.
 4. Contractors under EEPMA will track hours performed on project work by excluding the hours performed by material fabricators, designers, project office staff, and shall provide to the County EEPMA LWHP Coordinator the calculation of total California Project Craft Worker Hours (per the Local Worker Hiring Status Report).
 5. The Local Worker participation goal will not discriminate against or give preference to any particular individual or group based on race, color, gender, sexual orientation, age or disability.

IV. COMMUNITY SERVICE PROVIDERS

The Contractor and its Subcontractors are encouraged to use Community Service Providers that provide qualified pre-apprenticeship construction training, construction-related community based organizations, and WorkSource Centers to facilitate the recruitment and placement of Local Workers. For information purposes only, and not by way of endorsement, included below is a list for available Community Service Providers. Additional local resources known to the Contractor may be used and should be provided to the County. If Contractor and Subcontractors use Community Service Providers to request local workers, the Contractor and Subcontractors are required to use the Craft Employee Worker Request Form to document such requests.

A. PRE-APPRENTICESHIP TRAINING PROGRAMS

“WE BUILD” TRAINING PROGRAM

East Los Angeles Occupational Center 2100 Marengo Street Los Angeles, CA 90031 Phone: 323-223-1283	Maxine Waters Employment Preparation Center 10925 S. Central Avenue Los Angeles, CA 90059 323-564-1431
Los Angeles Technology Center 3721 W. Washington Boulevard Los Angeles, CA 90018 323-732-0153	West Valley Occupational Center 6200 Winnetka Avenue Woodland Hills, CA 91367 818-346-3540

YOUTH BUILD PROGRAM

LA CAUSA YouthBuild 5400 East Olympic Blvd, Suite 210 Los Angeles, CA 90022 Phone: 323-887-2500	CCEO YouthBuild 17216 S. Figueroa Street Gardena, CA 90248 Phone: 310-225-3060
Los Angeles Conservation Corps P.O. Box 15868 Los Angeles, CA 90015 Phone: 213-747-1872	AYE of Catholic Charities of Los Angeles 3250 Wilshire Blvd., Suite 1010 Los Angeles, CA 90010 Phone: 310-225-3060

FLINTRIDGE CENTER/PASADENA CITY COLLEGE

Flintridge Center 236 W. Mountain Street, Suite 106 Pasadena, CA 91103 Phone: 626-449-0839

B. WORKSOURCE CENTERS:

Los Angeles Urban League WorkSource Business & Career Center 12700 Avalon Boulevard	UAW WorkSource Center 3965 S. Vermont Avenue Los Angeles, CA 90037
---------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------

Los Angeles, CA 90061 Tel. (323) 600-1106	Tel. (323) 752-2115
Jordan Downs WorkSource Satellite 2101 E 101st Street Los Angeles, CA 90002 Tel. (323) 249-7751	Metro North WorkSource Center 342 San Fernando Road Los Angeles, CA 90031 Tel. (323) 539-2000
South LA WorkSource Center (CCI) 7518-26 S. Vermont Avenue Los Angeles, CA 90044 Tel. (323) 752-2115	Harbor WorkSource Center 1851 N. Gaffey Street, Suite F San Pedro, CA 90731 Tel. (310) 732 – 5700
Southeast LA-Watts WorkSource Center (WLCAC) 10950 S. Central Avenue Los Angeles, CA 90059 Tel. (323) 563-5682	Northeast WorkSource Portal/Roybal Youth & Family 2130 E First Street, Suite 305 Los Angeles, CA 90033 Tel. (323) 352-5100
Wilshire-Metro WorkSource Center 3550 Wilshire Blvd., Suite 500 Los Angeles, 90010 Tel. (213) 365-9829	West Adams-Baldwin Hills WorkSource 3344 S. La Cienega Boulevard Los Angeles, CA 90016 Tel. (323) 525-3740
Hub Cities WorkSource 2677 Zoe Avenue Huntington Park, CA 90255 (323) 586-4700	Inglewood One-Stop Business & Career Center 110 South La Brea Avenue Inglewood, CA 90301 Tel. (310) 680-3700
Career Transition Center 3447 Atlantic Avenue Long Beach, CA 90807 Tel. (562) 570-9675	South Bay One-Stop business and Career Center –Gardena 16801 South Western Avenue Gardena, CA 90274 Tel. (310) 217-9579
Center for Working Families 1900 Atlantic Avenue Long Beach, CA 90806 Tel. (562) 570-4795	Torrance Career Center 1220 Engracia Avenue Torrance, CA 90501 Tel. (310) 782-2102
Cerritos Career Center 10900 E. 183rd Street, Suite 350 Cerritos, CA 9070 Tel. (800) 481-6555	Norwalk/EDD Career Center 12715 Pioneer Boulevard Norwalk, CA 90650 Tel (562) 929-9112
Women at Work 1949 Avenida del Oro, Suite 300 Pasadena, CA 91106 Tel. (626) 796-6870	Burbank WorkForce Connection 301 East Olive Avenue, Suite 101 Burbank, CA 91502 Tel. (818) 238-5021
Foothill Employment & Training Connection-Pasadena Community College Community Education Center 3035 E. Foothill Boulevard Pasadena, CA 91107 Tel. (636) 585-3209	Verdugo Jobs Center 1255 S. Central Avenue Glendale, CA 91204 Tel. (818) 409-0476
WorkSource California Career Partners 3505 North Hart Avenue, Suite 124 Rosemead, CA 91770	Employment Development Department 933 S. Glendora Avenue West Covina CA 91790

Tel. (626) 572-7272	Tel. (626) 814-8234
Central San Gabriel Valley WorkSource 11635 East Valley Boulevard El Monte CA 91732 Tel. (626) 258-0365	LA Works One-Stop Career Center 5200 Irwindale Avenue, Suite 210 Irwindale, CA 91706 Tel. (626) 960-3964
Canoga Park-West Hills WorkSource 21010 Vanowen Street St., Ste 116 Canoga Park, CA 91303 Tel. (818)-596-4448	Sun Valley WorkSource Center 9024 Laurel Canyon Blvd. Sun Valley, CA 91352 Tel. (818) - 504 - 0334
Van Nuys-North Sherman Oaks WorkSource Center 15400 Sherman Way, Ste 140 Van Nuys, CA 91406 Tel. (818) - 781 - 2522	Northeast San Fernando Valley WorkSource Center at Mission College 11623 Glenoaks Boulevard Pacoima, CA 91331 818-890-9400

C. CONSTRUCTION-RELATED COMMUNITY-BASED SERVICE ORGANIZATIONS

- A. **PlayaVista Jobs**
4112 S. Main Street
Los Angeles, CA 90037
323-432-3955

MAP AND FORMS

- 1: Local Worker Hiring Program Zip Code Map
- 2: Craft Employee Request Form
- 3: Local Worker Status Report



DISPATCH REQUESTOR: _____
(Contractor Name)

DATE: _____

**CRAFT EMPLOYEE REQUEST FORM
FOR PROJECT LOCATED IN 90010 ZIP CODE
EEPMA - LWHP**

The Los Angeles County EEPMA – LWHP has a goal that Local Workers will perform at least 30% of the total California project hours under projects implemented under ISD’s EEPMA. Local Workers from the Primary Residency Preference Area should be first referred for Project Work, followed by Local Workers in the Secondary Residency Preference Area, including journeypersons and apprentices.

FAX FORM TO:

Community Organization Name: _____ Tel: _____ Fax: _____
 Local Union Name: _____ Tel: _____ Fax: _____
 GC or Sub Compliance Office: Name: _____ Tel: _____ Fax: _____
 Local Worker Coordinator Name: _____ Tel: _____ Fax: _____

PRIMARY RESIDENCY PREFERENCE AREA ZIP CODES: The following zip codes represent a five-mile radius of the project site. Local workers in these zip codes shall be first dispatched to the _____ Project.

90001	90002	90003	90011	90044	90047	90058	90059	90061	90201	90220	90221	90222	90241	90242	90247
90248	90249	90250	90255	90262	90270	90280	90303	90305	90504	90723	90746	90805	X	X	X

SECONDARY RESIDENCY PREFERENCE AREA ZIP CODES: Local Workers from these zip codes shall be referred for project work after all available Local Workers in the Preferred Residency Preference Area have been dispatched to the _____ Project.

90004	90005	90006	90007	90008	90012	90013	90014	90015	90016	90017	90018	90019	90020	90021	90022
90023	90024	90025	90026	90027	90028	90029	90031	90032	90033	90037	90038	90040	90042	90043	90045
90049	90057	90062	90063	90065	90071	90073	90095	90230	90301	90302	90303	90304	90401	90404	90602
90605	90606	90638	90639	90640	90650	90670	90706	90710	90712	90731	90744	90745	90802	90804	90806
90810	90813	90814	90815	90840	91042	91103	91104	91204	91304	91306	91324	91325	91330	91331	91335
91342	91343	91351	91352	91401	91402	91405	91406	91601	91602	91605	91606	91702	91706	91711	91731
91732	91733	91744	91745	91746	91748	91754	91766	91767	91768	91770	91789	93534	93535	93536	93543
93550	93552	93591	X	X	X	X	X	X	X	X	X	X	X	X	X

CRAFT WORKER REQUEST:

QTY#	CRAFT POSITION	JOURNEYMAN OR APPRENTICE LEVEL	LOCAL WORKER (PRIMARY RESIDENCY AREA REQUIRED)	LOCAL WORKER (SECONDARY RESIDENCY AREA)	DISADVANTAGED LOCAL WORKER	DATE	TIME

Please have the worker(s) report to the following project site address indicated below:

Project Name: _____
 Site Address: _____ Report to: _____
 On-site Tel #: _____ On-site Fax: _____
 Comment or special instructions: _____

Completed by Community Service Provider Organization or Union		
Received By: _____	Date Received: _____	Dispatch Date: _____
<u>Requested Dispatch</u>	<u>Available for Dispatch</u>	<u>Unavailable for Dispatch</u>
Primary Preference Area Local Worker <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *See instruction below.
Secondary Preference Area Local Worker <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Attach letter stating reason for not dispatching local worker(s) who reside in the Primary Residency Preference Area zip codes.		
Print Dispatcher Name: _____	Phone: _____	



**LOCAL CRAFT WORKER UTILIZATION REPORT
LOS ANGELES COUNTY**

Project
Project Code: HOA000003
Contractor(s): Multiple Contractors
Craft(s): Multiple Crafts

From Date: 2/1/2018
To Date: 3/31/2018
Report Date: 3/31/2018

Area	Total Number of Workers	% of Total Workers	Total Hours Worked	% of Total Hours Worked	Wages w/ Benefits	Wages w/o Benefits	Number of Apprentices	Number of Journeymen	Number of Foreman	Number of Owner Operators	Number of Super
Primary Residency Preference Area											
Secondary Residency Preference Area											
Other in LA County (non-local)											
Outside of LA County											
Employees Not In Specified Zip Lists											
Local Workers											
Local Worker (Primary + Secondary)											
Demographic Profile											
African American											
Native American											
Asian											
Hispanic											
Caucasian											
Other											
Male											
Female											
Veteran											
Total Employees											

SH

ATTACHMENT B

ISD BOARD LETTER 11/18/14

JANUARY 15, 2013 BOARD LETTER



TOM TINDALL
Director

County of Los Angeles
INTERNAL SERVICES DEPARTMENT

1100 North Eastern Avenue
Los Angeles, California 90063

"To enrich lives through effective and caring service"

Telephone (323) 267-2101
FAX (323) 264-7135

January 15, 2013

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**CONTINUATION OF COUNTY AMERICAN RECOVERY AND
REINVESTMENT ACT (ARRA) PROGRAMS UNDER
CALIFORNIA PUBLIC UTILITIES COMMISSION 2013-2014
ENERGY EFFICIENCY PROGRAM AND APPROVE APPROPRIATION ADJUSTMENT
(4 VOTES) (ALL DISTRICTS)**

SUBJECT

Request approval to accept funding from the California Public Utilities Commission (Commission) to continue programs initiated by the County under ARRA and Commission funding and execute agreements with Southern California Edison (Edison) and Southern California Gas Company (Gas Company) to receive the funding, and request approval of the associated appropriation adjustment.

IT IS RECOMMENDED THAT THE BOARD:

1. Authorize the Director of Internal Services Department (ISD) or his designee to negotiate and execute an agreement or agreements with Edison and the Gas Company that provide \$44.8 million in 2013-2014 Commission Energy Efficiency Program funds to continue administration and implementation of the County's successful ARRA and Commission programs. The agreement(s) will be effective for calendar years 2013 and 2014, but may extend beyond 2014 if ordered by the Commission.
2. Delegate authority to the Director of ISD or his designee to approve any required time extensions, modifications, or amendments to the agreements, and execute all required documents with Edison and the Gas Company.
3. Delegate authority to the Director of ISD or his designee to enter into memoranda of

understanding with other public entities as may be necessary or desirable to support administration or implementation of any of the energy efficiency programs.

4. Approve an appropriation adjustment of \$10.0 million under the Utilities Fiscal Year (FY) 2012-13 operating budget.

5. Find that approval of these actions is categorically exempt pursuant to the provisions of the California Environmental Quality Act (CEQA).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

ISD Background – ARRA and Commission Programs Development

In September 2009, your Board approved the creation of the County Office of Sustainability within ISD to respond to legislation, regulation, and policy related to climate change, and to coordinate energy efficiency, conservation, and sustainability programs within the County and the region. Subsequently your Board directed ISD to represent the County in applying for ARRA grants administered through the Department of Energy (DOE) and State energy agencies. As a result, ISD has received over \$65 million in ARRA funding for programs primarily within the County, but also throughout southern California and other parts of the State where the County, through ISD, serves as the lead grant administrator for statewide and regional collaborations.

Much of these grant funds have been designated to develop, implement, and administer Energy Upgrade California in Los Angeles County (EUCLA), a public-facing energy efficiency program that provides homeowners with education, rebates and financing to offset the cost of energy efficiency upgrades to their homes. The County is working with the local investor-owned and public utilities, Councils of Government and individual cities within the County, workforce development entities, contractors, and other stakeholder groups to ensure the success of EUCLA. ISD oversees marketing, public outreach, participant recruitment, workforce development, and incentive and financing administration efforts associated with EUCLA. ISD has also developed a number of other financing programs to serve other customer segments. Many of these programs will be continued using the 2013-2014 Energy Efficiency Program Funds.

Additionally, using ARRA and Commission funding, ISD has created, as a pilot, a southern California regional energy office, which provides technical assistance to other local jurisdictions to implement more energy efficiency projects in their buildings. This technical support includes: technical audits, procurement and contracting support, aggregated purchasing programs, private financing and use of ISD's Enterprise Energy Management Information System (EEMIS). ISD has also used ARRA funding to develop region-wide programs under the Los Angeles Regional Collaborative for Climate Action and Sustainability. Support for these programs will also be continued using the 2013-2014 Energy Efficiency Program Funds.

CPUC Decision on 2013-2014 Energy Efficiency Programs

On November 15, 2012, the Commission adopted its Final Decision Approving 2013-2014 Energy Efficiency Programs and Budgets (Decision), which provides funding for investor-owned utilities and other energy efficiency programs. The Decision authorizes \$44.8 million to continue support for the County-initiated ARRA and Commission programs described above. Approximately \$35.8 million will be provided from Edison and approximately \$9 million will be provided from the Gas Company, through an agreement or agreements described in Recommendation No. 1, above.

A complete list of the programs to be funded is included as Attachment A.

In order to leverage ARRA investments in energy programs throughout the State and existing regional program infrastructure, and to maximize growing expertise in local governments, the Commission directed that groups of regional, local governments could be represented within proposals under the 2013-2014 Energy Efficiency Program proceeding for program funding. In response to this directive, ISD submitted a proposal that would continue the County's ARRA and Commission programs on a broader, regional basis. This proposal would leverage the County's relationships and agreements with other jurisdictions for certain programs and would expand other programs to other jurisdictions within Edison and Gas Company service territories.

The Decision directed that these multi-jurisdictional programs would be called Regional Energy Networks (RENs). In accordance with this direction, ISD's proposed program was named the Southern California Regional Energy Network (SoCalREN). Funds will flow through Edison and the Gas Company to the County under the agreement(s). ISD will act as the agreement administrator with the utilities, and will be responsible for providing required program reporting to the Commission. The utilities will act as fiscal and agreement managers on behalf of the Commission. Much of the implementation work will be conducted by the consultant team that ISD has previously engaged to run programs using ARRA funding. ISD will create a regional Advisory Committee that will provide guidance and feedback on the operation of the programs. ISD will serve as the Chair of the Advisory Committee. Further details on these roles and responsibilities, as directed in the Decision, are described under "Facts and Provisions/Legal Requirements," below.

Implementation of Strategic Plan Goals

These actions support Goal 1, Operational Effectiveness, by obtaining external funding to promote environmentally responsible practices. These actions also support Goal 3, Community and Municipal Services, by providing a program that promotes energy efficiency and conservation, and enhances health and sustainable practices in the County.

FISCAL IMPACT/FINANCING

Due to the timing for the receipt of this funding, the Countywide Utilities' FY 2012-13 Budget does not include funding to implement the FY 2012-13 portion of the funded activities. As a result, ISD requests that your Board approve an Appropriation Adjustment (Attachment B) to increase the budget by \$10.0 million (\$9.0 million in Services and Supplies and \$1.0 million in Other Charges) to reflect this funding. The \$10.0 million includes immediate funding of loan loss reserves for a residential financing program, receipt of incentives for the EUC upgrade program, and other program costs. ISD will request additional appropriation in its FY 2013-14 budget request.

There will be no impact to the County General Fund. Requests for activities beyond FY 2013-14 will be included in the annual budget request.

ISD will use approximately 10% of the funding for staff to administer the agreements with Edison and the Gas Company and to help administer and implement the programs. Staff salaries will be offset by revenues from the Commission funds. A large majority of the funding will be used to continue implementation of existing programs administered by ISD which utilize incentives, financing reserves, workforce training, marketing, education, outreach and technical support. Funding will not be distributed to other jurisdictions to create duplicate programs. Where funding may be distributed

to other jurisdictions for program promotion or sub-regional coordination, ISD will execute Memoranda of Understanding or sub-agreements with those jurisdictions to disburse the funds. This is the model ISD has used in its role as the lead Agency for Statewide ARRA grant funds (Department of Energy Better Buildings Program) and under existing Commission and ARRA funded, regional energy office work which supports other jurisdictions.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On May 10, 2012 the Commission adopted Decision (D.) 12-05-015 which provided guidance on policies and programs for energy efficiency programs for 2013-2014 (calendar years). In addition to requiring program proposals from the IOUs, the Decision also invited proposals for regional energy networks (RENs) from groups of local governments. The Commission, in allowing REN proposals, stated the following in recognizing enhanced local government roles in energy programs and in inviting the proposals:

“Since local governments began implementing utility energy efficiency programs in 2004, many have become experienced in the energy efficiency field either through their implementation of utility programs or independent efforts initiated at the local level. Local governments have had access to additional funding sources such as federal Community Development Block Grants and Neighborhood Stabilization Programs, and state American Recovery and Reinvestment Act funding (i.e., Energy Efficiency Conservation Block Grants, Weatherization Assistance Programs, and Energy Technology Assistance Programs). Local programs have also contributed to financing efforts such as Energy Efficiency and Renewable Energy Financing Districts.”

“As evidenced by several local government-implemented energy efficiency program evaluations, many local governments are better positioned to administer energy efficiency programs than they were seven years ago. While there is still a wide variation of success among local governments, we find it reasonable that more successful local governments can serve as examples to less experienced local governments.”

“We find the concept of local government regional pilots to be reasonable. Authorizing pilots in the 2013-2014 transition portfolio would provide local governments the opportunity to develop a track record. We anticipate that the 2013-2014 programs would lead to a series of lessons learned on the appropriate level of local government administration of ratepayer-funded energy efficiency programs.”

In accordance with the guidance provided by the Commission for RENs, ISD submitted the SoCalREN proposal to the Commission in July of 2012. The scope of the SoCalREN proposal was to continue successful programs initiated by ISD using ARRA and Commission funding (listed in Attachment A) within the County and in other jurisdictions outside the County but within Edison and Gas Company service territories. Detailed program scopes of work, budgets, expected outcomes and energy savings projections were submitted to the Commission in September of 2012. In November of 2012, the Commission Final Decision approved two REN programs (SoCalREN and Bay Area REN (BayREN)) and stated the following regarding the Commission’s vision for these RENs.

“The REN concept invitation by the Commission represents the culmination of a number of events over the past several years, including provision of federal American Recovery and Reinvestment Act (ARRA) funding for energy efficiency purposes to local governments, which build local capacity ...”

“The vision for RENs is that they are regional, which, in the context of defining a REN, means they represent several local government entities and not just one or two. BayREN and SoCalREN represent two of the most populous regions of the state, encompassing multiple city and county governments within their structures. Similar, common-sense identifications of regions could include the Central Valley, the Sierras, the San Joaquin Valley, etc.”

The SoCalREN program was designed by ISD and will be operated and administered independent of Edison and the Gas Company. This is the energy efficiency program concept the Commission wants to test. The agreement(s) between/among ISD and Edison and the Gas Company will provide funding to ISD for the programs. The SoCalREN program is a component of the Edison and Gas Company overall energy efficiency portfolios and budgets. Regarding the relationship of SoCalREN and these utilities for the operation of the programs, the Commission stated the following:

“This does not mean, however, that RENs will be totally independent of the utilities. Many REN proposals seek to drive more customer participation in rebate or whole house programs already being offered by the utilities. Thus, they are not totally separate or independent/stand-alone propositions. All consumers will be well served if there is close coordination and cooperation between the RENs and the utilities to ensure seamless program offerings and avoid customer confusion.”

The Commission will “rely on the utilities as fiscal managers to disperse funds to RENs and conduct general management and monitoring activities in compliance with Commission directives. Thus, the RENs, will by necessity, have a contractual relationship with a utility or, in some cases, several utilities.”

The Decision directs the utilities to provide “usual fiscal and management functions, including fiscal oversight and monitoring.” Work authorized for SoCalREN by the Commission shall be outlined in “a contract that the [utilities] will be required to put in place by no later than 60 days after the issuance of this Decision.” Based on this, Edison and the Gas Company were instructed to execute contracts with the County no later than January 14, 2013. The utilities will obtain authority from the Commission to execute the agreements after January 14, 2013, to accommodate their protocols and timelines for contract negotiations and approval.

ENVIRONMENTAL DOCUMENTATION

The scope of work in these programs and proposed agreements meet the criteria set forth in Section 15308 of the State CEQA Guidelines and Class 8 of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G, in that it is an action taken by a regulatory agency, as authorized by State law, to assure the maintenance, restoration, enhancement, or protection of the environment where the regulatory process involves procedures for protection of the environment.

The scope of work is within a class of projects that has been determined not to have a significant effect on the environment. In addition, there are no cumulative impacts, unusual circumstances, or other limiting factors that would make the exemption inapplicable based on the project records. Upon approval by your Board, ISD will file a Notice of Exemption with the County Clerk in accordance with Section 15062 of the State CEQA Guidelines.

CONTRACTING PROCESS

The agreement or agreements with Edison and the Gas Company will be developed by ISD to define the scope of work, deliverables and other terms and conditions for the administration and implementation of existing County ARRA and Commission funded programs within the County and throughout the southern California region. ISD seeks delegated authority from your Board to negotiate and execute the agreement(s), as well as any subsequent amendments, subject to approval as to form by County Counsel.

ISD, with input from County Counsel and CEO Risk Management, will work with the utilities to develop the agreements. Negotiations indicate that the final agreement will include mutual indemnification language. ISD will work closely with County Counsel on the final agreement language.

Under the agreement(s), and consistent with Commission instruction, ISD will serve as the program administrator for the programs summarized below and described with more detail in the accompany Attachment A:

1. SoCalREN Finance Programs. The County will continue a program that finances Energy Upgrade California (EUC) upgrades, or other measures approved by the Commission, targeted to single-family homes in Edison and/or Gas Company service territories, as well as expand the program to multi-family residences. The County's Property Assessed Clean Energy (PACE) financing program will be promoted with this funding as will a public agency building energy upgrade financing program developed in 2012 using Commission funding.
2. Energy Upgrade California (EUC) Program. This program is for residential retrofits to improve energy savings potential. The program will cover single family and multi-family upgrades incentives, contractor training and outreach, and green building certification development and promotion.
3. SoCalREC (Southern California Regional Energy Center). This is to expand a program that began as a local government pilot project launched by Los Angeles County and other jurisdictions to demonstrate the effectiveness of cities, counties and local government partnerships in working regionally to facilitate and increase energy efficiency projects in local government facilities throughout Southern California.

ISD will implement the programs and work using contractors and consultants under the Energy Support Services Master Agreement.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

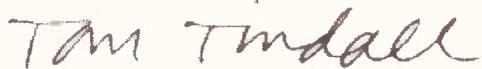
Approval of these actions will facilitate continuing and more widespread implementation of the energy programs initiated by the County using ARRA and past Commission funds. These programs will reduce greenhouse gases, reduce total energy use and improve energy efficiency throughout the County in a cohesive and comprehensive manner. Use of these additional funds will help expand programs throughout the region and will help the State achieve its goal of creating substantial, sustainable, and measurable energy savings, green jobs and economic stimulus benefits.

CONCLUSION

Acceptance of these funds will continue and grow the County's leadership role in the State's immediate and longer term objectives towards development of a sustainable, clean-energy economy.

The Executive Office of the Board of Supervisors is requested to return one stamped copy of the approved Board letter to the Director of ISD.

Respectfully submitted,

A handwritten signature in cursive script that reads "Tom Tindall".

TOM TINDALL

Director

TT: HC: AR

Enclosures

c: Chief Executive Officer
Executive Office, Board of Supervisors
County Counsel

ATTACHMENT A

Southern California Regional Energy Network Scope of Work and Budgets

SoCalREN Administration		
SoCalREN Marketing, Education, Outreach	Promote SoCalREC services to other public agencies.	\$0.5M
SoCalREN Administration, Governance, Management	Administer SoCalREN program with CPUC/IOUs; manage SoCalREN Advisory Committee, coordinate stakeholders and participants.	\$1.3M
Energy Upgrade California		
Residential Upgrade Incentives	Continue ARRA Flex Path Incentives and Modified Basic Path Incentives for single-family, residential properties.	\$4.6M
Local Marketing and Outreach	Continue Energy Upgrade California local marketing and outreach programs, home audit incentives, home assessment vouchers, and third-party referral incentives (Energy Champions).	\$2.6M
Contractor Outreach and Training	Continue HVAC Contractor incentive program, contractor training and contractor co-operative marketing.	\$1.0M
Green Building Labeling	Continue realtor training, assessment incentives, homeowner education and outreach on residential green building labels.	\$2.0M
Workforce Training	Pilot workforce training program targeting organized labor hiring opportunities for disadvantaged workers in non-residential building upgrade sectors.	\$0.3M
Low Income Retrofits	Pilot program to integrate EUC projects into County Public Housing Authority's residential rehabilitation program and train low-income rehabilitation contractors.	\$0.7M
Multi-Family Upgrade Incentives	Continue multi-family building assessment and upgrade incentives.	\$9.5M
Financing Programs		
Single-Family Loan Loss Reserve	Expand single-family residential loan program (Matador's Credit Union) to other jurisdictions and include additional upgrade measures for financing.	\$3.5M
Multi-Family Loan Loss Reserve	Develop pilot program to provide financing for multi-family upgrade projects.	\$1.5M
Non-Residential PACE	Provide marketing, education, outreach, program development and technical support to PACE programs. Does not include debt-service reserve support.	\$1.4M
Public Building Loan Loss Reserve	Provide marketing, education, outreach and technical support for private financing program available to all public agency building projects. Does not include loan loss reserve support.	\$0.2M
Public Agency Revolving Loan Fund	Provide education and technical support to public agencies on development of internal revolving loan fund programs (e.g., ISD's Energy Financing Program). Seek other loan fund "seed" funding sources.	\$0.5M

ATTACHMENT A

Southern California Regional Energy Network Scope of Work and Budgets

Southern California Regional Energy Center (SoCalREC)		
Aggregated Regional Procurement Program	Provide centralized, aggregated technical support for public agency energy managers to identify, specify and procure retrofit equipment and services.	\$6.4M
Public Building Projects Technical Support	Provide technical and EEMIS services to other public building energy managers.	\$6.5M
Regional Climate Action Plan Support	Continue L.A. Regional Collaborative for Climate Action and Sustainability (LARC) support for regional Climate Action Plan and Adaptation Study.	\$0.8M
Water Utilities Energy Program	Provide energy efficiency support for municipal water utilities' buildings; assess pilot, water/energy efficiency incentive programs.	\$0.3M
Regional Permit Office Energy Project	Expand pilot program which tracks energy efficiency projects within municipal building permitting systems.	\$0.7M
Non-Residential Workforce Training Pilot	Develop pilot training program for disadvantaged workers entry into non-residential energy efficiency retrofit markets.	\$0.3M

PINK (1)

BOARD OF SUPERVISORS OFFICIAL COPY

BA FORM 0009

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S. NO. 300

DEPARTMENT OF INTERNAL SERVICES DEPARTMENT

January 15, 2013

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2012-13

4 - VOTES

SOURCES

USES

COUNTYWIDE UTILITIES
A01-IS-88-8831-12460
STATE-OTHER
INCREASE REVENUE \$10,000,000

COUNTYWIDE UTILITIES
A01-IS-2000-12460
SERVICES AND SUPPLIES
INCREASE APPROPRIATION \$ 9,000,000

A01-IS-5500-12460
OTHER CHARGES
INCREASE APPROPRIATION \$ 1,000,000

SOURCES TOTAL: \$ 10,000,000

USES TOTAL: \$ 10,000,000

JUSTIFICATION

Reflects an increase in appropriation to continue American Recovery and Reinvestment Act (ARRA) and California Public Utilities Commission (CPUC) programs, which will be fully reimbursed by CPUC resulting in no impact or net County cost.

Handwritten signature of Calvin Stec, Finance Manager, with the text 'AUTHORIZED SIGNATURE [Calvin Stec, Finance Manager]' below it.

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

REFERRED TO THE CHIEF EXECUTIVE OFFICER FOR ---

- ACTION (checkbox)
RECOMMENDATION (checkbox checked)

- APPROVED AS REQUESTED (checkbox checked)
APPROVED AS REVISED (checkbox)

AUDITOR-CONTROLLER

BY Karen Shukuma

CHIEF EXECUTIVE OFFICER

BY S. Kakkhawy, William Fujita

B.A. NO. 060

Jan 2 20 13

Jan 2, 20 13

ATTACHMENT C

ISD BOARD LETTER 11-18-14

**ENERGY SUPPORT SERVICES MASTER
AGREEMENT VENDOR WORK ORDER
MODIFICATIONS**

ATTACHMENT C

Energy Support Services Master Agreement Vendor Work Order Modifications

Vendor	Work Order Authorization*	WO Extension Date**	Existing Scope of Work
Bevilacqua, Knight Inc. (BKl)	\$10 million	March 15, 2016	Administer residential and non-residential programs, process residential upgrade rebate applications, process loan applications, manage loan loss reserves, manage contractor support programs, manage green certification programs.
The Energy Coalition (TEC)	\$15 million	March 15, 2016	Administer public agency programs. Manage public agency technical support contractor pool, manage public agency upgrade projects, manage public agency financing program.
University of California at Los Angeles (UCLA)	\$1 million	March 15, 2016	Develop Energy Atlas (regional energy consumption mapping tool) and interactive website.
Emerald Cities Collaborative	\$500,000	March 15, 2016	Develop energy workforce development and training program, train contractors.
ICF, Inc.	\$500,000	March 15, 2016	Regional GHG inventory support for County and regional Climate Action Plans.
<p>* These authorization amounts represent the maximum, potential appropriation for each vendor. Not all of this amount may be approved under the individual Work Order assignments. The CPUC Decision allows fund shifting within the 2015 budget to meet individual project needs and program priorities.</p> <p>** These extension dates include program close-out, administrative activities which are allowed to continue into the first quarter of 2016 under the 2015 program cycle.</p>			

ATTACHMENT D

ISD BOARD LETTER 11-18-14

**BOARD LETTERS AUTHORIZING LOCAL
WORKER HIRING PROGRAM**



County of Los Angeles
CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

December 8, 2009

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**DEPARTMENT OF PUBLIC WORKS: LOCAL WORKER
JOB ORDER CONTRACT PROGRAM
SPECS. VARIOUS
(ALL DISTRICTS) (3 VOTES)**

SUBJECT

This action is to implement a Local Worker Job Order Contract (JOC) Program (Program).

IT IS RECOMMENDED THAT YOUR BOARD:

Find that the described purpose of the Local Worker Job Order Contract Program furthers a legitimate public interest, and approve the implementation of the Local Worker Job Order Contract Program as part of the Department of Public Works' Job Order Contract procurement process with an aspirational goal of 40 percent of California construction labor hours to be performed by qualified local workers residing in zip codes that are within a 15-mile radius of the Job Order Contract jobsite.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On November 3, 2009, your Board directed the Chief Executive Office (CEO) and Department of Public Works (Public Works) to return to your Board with a Program that would be applicable to any Public Works JOCs awarded by your Board. Approval of the recommended action will authorize the integration of the Program with Public Works' JOC program.

"To Enrich Lives Through Effective And Caring Service"

***Please Conserve Paper – This Document and Copies are Two-Sided
Intra-County Correspondence Sent Electronically Only***

Local Worker JOC Program

This Program is intended to foster the employment of local workers on JOC projects managed by Public Works. The Program is designed to reduce commuting distances from home to the work site, which will in turn reduce traffic congestion, pollution, release of greenhouse gases, and commuter stress. In addition, the Program is intended to enhance a sense of community pride and identity among local workers and their neighbors arising out of local workers' efforts to improve the appearance and functionality of local public facilities.

The Program's objective is not intended to discriminate against or give preference to any particular group based on race, color, gender, sexual orientation, age, or disability, but to give work opportunities to qualified local residents where projects are being developed. Except where State or Federal laws or regulations mandate to the contrary, these provisions will apply to all eligible JOCs.

An aspirational goal of 40 percent of California construction labor hours worked by qualified local workers on eligible JOC capital projects has been established for the Program. Eligible JOC capital projects will include the renovation and refurbishment of any County building, facility, or system performed by JOC.

A worker will be considered to be local if he/she resides within a zip code that is within a 15-mile radius from the jobsite, with the exception to the Santa Clarita and Antelope Valley, where a worker will be considered to be local if he/she resides in a zip code located in the Santa Clarita Valley or in the Antelope Valley or within a 15-mile radius of the jobsite.

Monitoring of the Program will be provided by Public Works contract administration staff based on review of certified payroll records provided by the contractors. These records will be monitored by work order, hours worked, and zip code of the workers to establish the percentage of total work performed by local workers. Public Works will report the results of the Program to your Board each year.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs the provision of Operational Effectiveness (Goal 1) by increasing our ability to manage fluctuations in workload in a responsive manner and provide responsive, efficient, and high-quality public service.

FISCAL IMPACT/FINANCING

Public Works will work with the CEO to quantify any administrative costs attributable to the Program and present any necessary budgetary recommendations to your Board for approval.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

JOCs must be awarded to the Lowest Responsive Responsible Bidder pursuant to Public Contract Code Section 20128.5. Your Board may find that the described purpose of the Local Worker JOC Program furthers a legitimate public interest and require the selected contractor to comply with the Program.

ENVIRONMENTAL DOCUMENTATION

This action is not subject to the California Environmental Quality Act (CEQA) because it can be seen with certainty that it will not result in any significant environmental effect. The implementation of each work order under these JOCs shall be subject to prior determination and documentation by Public Works that the work is categorically exempt from CEQA. In the event the work is not exempt, your Board will be requested to approve the appropriate environmental finding and documentation prior to implementation.

CONTRACTING PROCESS

Not applicable.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There will be no impact to County services or projects as a result of this action.

The Honorable Board of Supervisors
December 8, 2009
Page 4

CONCLUSION

Please return one adopted copy of this letter to the Chief Executive Office, Capital Projects Division; and the Department of Public Works, Architectural Engineering Division.

Respectfully submitted,


for WILLIAM T FUJIOKA
Chief Executive Officer

WTF:GF:SK
DJT:SW:zu

Attachment

c: Executive Officer, Board of Supervisors
Acting County Counsel
Department of Public Works

**COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS**

LOCAL WORKER JOB ORDER CONTRACT (JOC) PROGRAM

1. Purpose of the Program

The Local Worker Job Order Contract (JOC) Program (Program) is intended to foster the employment of Local Workers on JOCs managed by the Department of Public Works (Public Works). JOCs are used to perform repair and remodeling of existing County facilities throughout the County. The Program is designed to reduce commuting distances from home to work site, which, in turn, will reduce traffic congestion, pollution, release of greenhouse gases, and commuter stress. Shorter average commutes should allow Local Workers to spend more time on personal productive pursuits, including spending time with their families and friends, which, in turn, should help workers improve their quality of life. In addition, the Program may enhance a sense of community pride and identity among Local Workers and their neighbors arising out of the Local Workers' efforts to improve the appearance and functionality of local public facilities.

The Program is not intended to discriminate against or give preference to any particular group based on race, color, gender, sexual orientation, age, or disability.

2. Definitions

For purposes of this Program, the following words, phrases, and terms are defined as follows:

- (a) Community-Based Organization (CBO) - means organizations that provide names of qualified skilled and unskilled Local Workers.
- (b) Construction Worker Hours - means the total hours worked on a work order of a JOC by Skilled and Unskilled Construction Trade Workers who are Residents of California, whether those workers are employed by the contractor or any subcontractor. Construction Worker Hours excludes the number of hours of work performed by non-California residents.
- (c) Contractor - means any person or company who is a party to a JOC from the County of Los Angeles that is managed by Public Works.
- (d) Director - means the Director of Public Works or her designee.
- (e) Local Worker - means a Skilled and Unskilled Construction Trade Worker whose residence as listed in the Certified Payroll Record, is located in the County of Los Angeles in a zip code that is located within a 15-mile radius of the work site of a work order issued to a contractor, except that Local Worker means, for work sites located in the Santa Clarita Valley area or work sites located in the Antelope Valley

area, a Skilled and Unskilled Construction Trade Worker whose residence as listed in the Certified Payroll Record is located in the County of Los Angeles in a zip code located in the Santa Clarita Valley area or the Antelope Valley area, as identified in Attachment C, or within a 15-mile radius of the work site of a work order issued to the contractor as shown in Attachments A and B.

- (f) Residents of California - mean persons whose residence, as listed in the Certified Payroll Record, is located within the boundaries of the State of California.
- (g) Skilled and Unskilled Construction Trade Worker - means all work site foremen, journey workers, apprentices, construction trainees, and helpers. Also included are other workers appropriate for work site construction activities. Salaried superintendents and other salaried management or supervisory and clerical and other nonconstruction personnel are excluded from this definition.
- (h) Subcontractor(s) - means any person or company that assumes by contract with the contractor some or all of the performance obligations of the contractor for an individual work order or entire JOC.
- (i) Work Order - means the obligation document under a JOC. Each individual project to be accomplished under a JOC will be through the issuance of a work order. A work order consists of plans, shop drawings, permits, specifications, and the scope of work required to complete the work.

3. Program for Employment of Local Workers

- (a) Where not otherwise prohibited by Federal, State, or local law or the terms of Federal, State, or local funding agreements, each JOC managed by Public Works shall contain a provision that requires the contractor, and any subcontractor, to each use its good faith efforts to employ Local Workers to perform at least 40 percent of the total Construction Worker Hours expended on each work order (Local Worker Goal). Notwithstanding the Local Worker Goal, each contractor and subcontractor may assign their core work force to perform a work order without regard to the residency of the employees that comprise their core work force. However, to the extent that a contractor or subcontractor must acquire additional Skilled and Unskilled Construction Trade Workers to perform a work order, the contractor and subcontractor shall follow the procedure set forth in Part 4 below to maximize the employment of Local Workers.
- (b) The Local Worker Goal shall not be construed as limiting the use of Local Workers at a participation level in excess of the Local Worker Goal.

4. Work Force Table and Recruitment of Additional Workers

- (a) Prior to the commencement of work on any work order, each contractor and subcontractor(s) shall complete and submit to the Director a work force table. This document shall identify the estimated work force requirements for the duration of the

work order, broken down by trade. This document shall be revised as required throughout the performance of the work order work until it is completed.

- (b) In the event the contractor or a subcontractor must augment its core work force in order to perform a work order, a request must be submitted by the contractor or subcontractor to the CBO identified herein or other employment resources to request qualified Local Workers available for hire. A copy of said request must be sent, at the same time, to Public Works' authorized representative. However, in the event the contractor or subcontractor is required by agreements with labor organizations to obtain any additional labor from organized labor referral services, the contractor and subcontractor agree to use good faith efforts to request referrals of Local Workers from organized labor referral services, and the contractor or subcontractor will not be required to request Local Workers from the CBO's identified herein.
- (c) CBOs that are available to contractors and subcontractors throughout the County for finding qualified Local Workers include WorkSource centers that do not charge a fee for providing referrals of qualified workers. If these or other employment resources do not respond within 72 hours from the time the request is submitted by the contractor or subcontractor, or if the CBO cannot provide a worker that resides within the target zip codes, the contractor or subcontractor may hire workers from anywhere within the County, and if unsuccessful in hiring County residents, the contractor or subcontractor may hire workers without regard to their residence. A list of WorkSource centers can be obtained online under www.worksourcecalifornia.com and a copy is provided in Attachment D. Attachment E is a flow chart that outlines the steps to be followed when hiring Local Workers. There are other CBOs throughout the County that can be accessed for finding qualified Local Workers.

5. Monitoring by Director and Reporting by Contractor

- (a) The Director shall separately monitor the use of Local Workers on work orders and shall report his/her findings in writing to the County of Los Angeles Board of Supervisors on an annual basis.
- (b) The contractor shall provide for the maintenance of all records, including subcontractor records, documenting the employment of Local Workers on a work order. The contractor and subcontractor(s) shall maintain documents supportive of every Local Workers' record of residence.
- (c) Certified payroll reports in a format specified by the Director shall be submitted not less than once per week to the Director for each work order and shall identify clearly the actual residence of every employee on each submitted certified payroll.
- (d) Full access to the contractor's(s') and subcontractor's(s') employment records that document information that relates to the requirements of this Program shall be

granted to the Director. The contractor and subcontractor(s) shall maintain all relevant personnel data in records for a period of at least three (3) years after final completion of the JOC. This retention period may be extended in writing by the Director based upon audit irregularities.

- (e) The Director may require affidavits and other supporting documentation from the contractor and/or subcontractor(s) to verify or clarify that an employee is a Local Worker when doubt or lack of clarity has arisen.

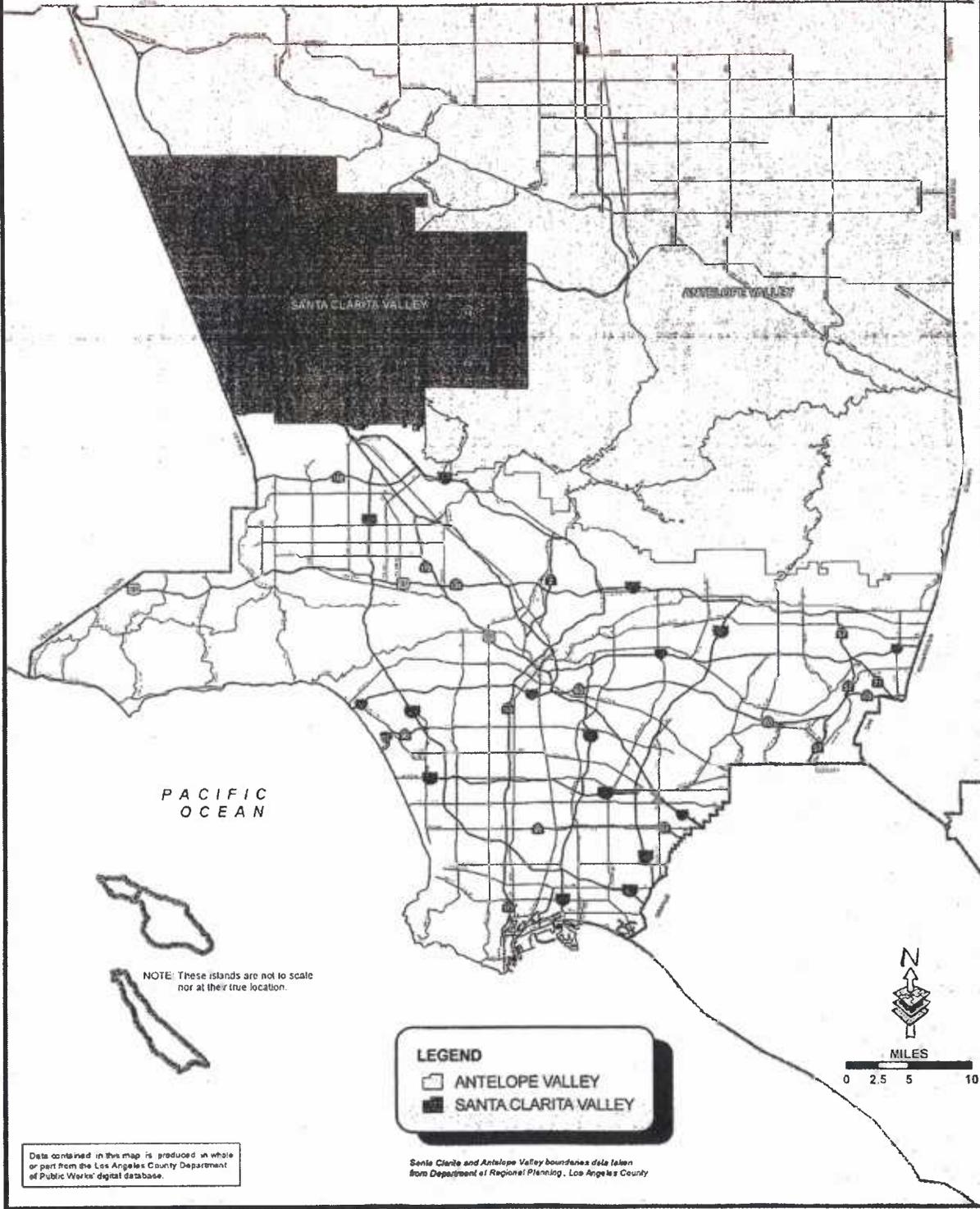


SAMPLE PROJECT 1 WITH 15-MILE RADIUS ATTACHMENT A





Santa Clarita & Antelope Valley Map ATTACHMENT C



Data contained in this map is produced in whole or part from the Los Angeles County Department of Public Works' digital database.

Santa Clarita and Antelope Valley boundaries data taken from Department of Regional Planning, Los Angeles County

ATTACHMENT D

WorkSource Centers

Antelope Valley Area

Antelope Valley College

3041 West Avenue K
Lancaster, CA 93536
(661) 722-6358
Fax: (661) 722-6623
TTY: (661) 722-6300 x6362

Antelope Valley WorkSource Center

1420 West Avenue I
Lancaster, CA 93534
(661) 726-4128
Fax: (661) 945-5767

Santa Clarita WorkSource Center

20655 Soledad Canyon Road., Suite 25
Santa Clarita, CA 91351
(661) 424-1062
Fax: (661) 424-0651

South Valley WorkSource Center

1817 East Avenue Q, Suite A-12
Palmdale, CA 93550
(661) 265-7421
Fax: (661) 265-9322

Burbank/Glendale/Pasadena Area

Foothill Workforce Investment Board

1207 E. Green Street
Pasadena, CA 91106
(626) 796-5627
TTY: (626) 300-5616
Fax: (626) 304-7902
Site: <http://www.foothilletec.org>

Verdugo Jobs Center of Glendale Consortium WIB

1255 S. Central Avenue
Glendale, CA 91204
(818) 409-0476
TTY: (818) 409-7236
Fax: (818) 409-0496
Site: <http://www.verdugojobscenter.org>

Downtown and Central Los Angeles

Downtown WorkSource Center

Chicana Service Action Center

315 W. 9th Street, Suite 101
Los Angeles, CA 90014
(213) 629-5800
TTY: (213) 430-0660
Fax: (213) 430-0657
Site: <http://www.worksourcecalifornia.com>

Chinatown WorkSource Center

Chinatown Service Center

767 North Hill Street, Suite 400
Los Angeles, CA 90012
(213) 808-1700
TTY: (213) 808-1719
Fax: (213) 680-0787
Site: <http://www.cscla.org>

Hollywood Area

Hollywood WorkSource Center

Managed Career Solutions, Inc

Los Angeles City College
855 N. Vermont, Bungalow B - 10
Los Angeles, CA 90029
(323) 960-1300
(323) 953-4002
Fax: (323) 953-4018
Site: <http://www.hollywoodworksource.com>

West Hollywood WorkSource Center

Jewish Vocational Services

5757 Wilshire Blvd., Promenade 3
Los Angeles, CA 90036
(323) 904-4900
TTY: (800) 735-2929
Fax: (323) 904-4905

East Los Angeles County Area

Career Partners WorkSource Center

3505 North Hart Avenue
Rosemead, CA 91770
(626) 572-7272
TTY: (626) 569-0682
Fax: (626) 572-9100

Central San Gabriel Valley WorkSource Center

11635 Valley Blvd., Unit G
El Monte, CA 91732
(626) 258-0365
TTY: (626) 258-0429
Fax: (626) 258-0428

Chicana Service Action Center WorkSource Center

3601 East First Street
Los Angeles, CA 90063
(323) 264-5627
TTY: (213) 629-5800
Fax: (323) 980-1775

City of Pomona L.A. Urban League WorkSource Center

264 E. Monterey Avenue
Pomona, CA 91767
(909) 623-9741
TTY: (909) 469-2561
Fax: (909) 620-8845

East Los Angeles Employment & Business WorkSource Center

5301 Whittier Blvd., 2nd Floor.
Los Angeles, CA 90022
(323) 887-7122
TTY: (323) 832-1279
Fax: (323) 887-8236

L.A. Works WorkSource Center

5200 Irwindale Blvd., Suite 130
Irwindale, CA 91706
(626) 960-3964
TTY: (626) 960-3964
Fax: (626) 960-6777

Los Angeles Metro Area

Wilshire-Metro WorkSource Centers Community Career Development, Inc.

3550 Wilshire Blvd., Suite 500
Los Angeles, CA 90010
(213) 365-9829
TTY: (213) 368-0047
Fax: (213) 365-9839
Site: <http://communitycareer.org/>

Northeast Los Angeles Area

Metro North WorkSource Center Goodwill Industries of Southern California

342 North San Fernando Rd.
Los Angeles, CA 90031
(323) 539-2000
TTY: (323) 539-2057
Fax: (323) 539-2022
Site: <http://www.goodwillsocal.org/>

Northeast WSC

Arbor Education & Training

3825 N. Mission Road
Los Angeles, CA 90031
(323) 352-5100
TTY: (323) 352-5103
Fax: (323) 352-5081
Site: <http://www.arboret.com>

San Fernando Valley Area

Canoga Park-West Hills WorkSource Center Arbor Education & Training, LLC.

21010 Vanowen Street
Canoga Park, CA 91303
(818) 596-4448
TTY: (818) 596-4155
Fax: (818) 596-4140
Site: <http://www.arboret.com>

**Chatsworth-Northridge WorkSource Centers
Build Rehabilitation Industries, Inc.**

9207 Eton Ave.
Chatsworth, CA 91311
(818) 701-9800
TTY: (818) 701-9850
Fax: (818) 701-9801
Site: <http://www.buildonestop.com>

**Northeast San Fernando Valley
WorkSource Center**

LA Mission College
11623 Glenoaks Blvd.
Pacoima, CA 91331
(818) 890-9400
TTY: (818) 890-9452
Fax: (818) 899-5830

**El Proyecto del Barrio
WorkSource California**

9024 Laurel Canyon Blvd.
Sun Valley, CA 91352
(818) 504-0334
TTY: (800) 504-1974
Fax: (818) 504-2625
Site: <http://www.wscalnetwork.org/>

**Van Nuys-North Sherman Oaks
WorkSource Center Arbor Education & Training, LLC**

15400 Sherman Way, #140
Van Nuys, CA 91406
(818) 781-2522
TTY: (818) 374-7024
Fax: (818) 781-3810
Site: <http://www.worksourcecalifornia.com>

South Bay Area

**Compton Career Link
WorkSource Center**

700 North Bullis Rd.
Compton, CA 90221
(310) 602-3050
Fax: (310) 605-3067

Employment Development Department - Torrance

1220 Engracia Ave.
Torrance, CA 90501
(310) 782-2101
Fax: (310) 320-0488

Harbor WorkSource Center

Pacific Gateway WIN

1851 N. Gaffey St. # F
San Pedro, Ca 90731
(310) 732-5700
TTY: (310) 732-5714

South Bay One-Stop Business & Career Center

Beach Cities

320 Knob Hill Suite 4
Redondo Beach, CA 90277
(310) 318-0645
TTY: (310) 316-9881
Fax: (310) 543-1730

South Bay One-Stop Business & Career Center

Inglewood

110 S. La Brea Ave. Inglewood, CA 90301
(310) 680-3700
TTY: (310) 674-6054
Fax: (310) 680-4098

South Bay One-Stop Business & Career Center

Gardena

16801 S. Western Ave., Suite A
Gardena, CA 90247
(310) 217-9579
TTY: (310) 327-3596
Fax: (310) 217-6146

South Bay One-Stop Business & Career Center

Carson

1 Civic Plaza Drive, Suite 500
Carson, CA 90745
(310) 233-4888
Fax: (310) 233-4886

South Bay Workforce Investment Board

11539 Hawthorne Blvd., Suite 500

Hawthorne, CA 90250

(310) 970-7700

TTY: (800) 735-2922

Fax: (310) 970-7711

Site: <http://www.sbwib.org>

South Los Angeles Area

Housing Authority WorkSource Portals

Jordan Downs WorkSource Portal

2101 E. 101st Street

Los Angeles, CA 90002

(323) 249-7751

Fax: (323) 249-7754

Imperial Courts WorkSource Portal

11534 Croesus Avenue, Suite 413

Los Angeles, CA 90059

(323) 249-2910

Fax: (323) 249-2917

Los Angeles Urban League

WorkSource Business and Career Center

12700 S. Avalon Blvd.

Los Angeles, CA 90061

(323) 600-1106

TTY: (323) 600-0184

Fax: (323) 600-0186

Nickerson Gardens WorkSource Portal

1495 E. 114th St., Unit # 1106

Los Angeles, CA 90059

(323) 357-3980

Southeast L.A. Crenshaw WorkSource Center

**United Auto Worker Labor Employment
and Training Corp. (UAW-LETC)**

3965 S. Vermont Ave

Los Angeles, CA 90037

(323) 730-7900

TTY: (323) 730-7937

Fax: (323) 730-7934

Site: <http://www.letc.com>

**Southeast Los Angeles- Watts WorkSource Center
Watts Labor Action Committee (WLCAC)**

10950 S. Central Ave
Los Angeles, CA 90059
(323) 563-4702 | (323) 563-5682
TTY: (323) 563-5684
Fax: (323) 563-5636
Site: <http://www.wlcac.org>

**South Los Angeles WorkSource Center
Community Centers Inc.**

7518 South Vermont Ave.
Los Angeles, CA 90044
(323) 752-2115
TTY: (323) 752-9215
Fax: (323) 789-4574
Site: <http://www.cciworksource.org>

Southeast Los Angeles

Hub Cities Career WorkSource Center

2677 Zoe Avenue, 1st & 2nd Floor
Huntington Park, CA 90255
(323) 586-4700
Fax: (323) 586-4702

Long Beach Career Transition Center

3447 Atlantic Avenue
Long Beach, CA 90807
(562) 570-3700
TTY: (562) 570-4629
Fax: (562) 570-3794

**Partners for Progress
WorkSource Center (SASSFA)**

10400 Pioneer Blvd., Suite 9
Santa Fe Springs, CA 90670
(562) 946-2237
TTY: (562) 236-2899
Fax: (562) 946-5818

**SASSFA – Paramount Employment
and Training Center**

15538 Colorado Avenue
Paramount, CA 90723
(562) 633-9511
Fax: (562) 633-9514

**Southeast Los Angeles County
Workforce Investment Board (SELACO)**
10900 E. 183rd Street, Suite 350
Cerritos, CA 90703
(562) 402-9336
Fax: (562) 860-4701

Southwest Los Angeles Area

**Crenshaw Worksource
Services (EDD)**
5401 Crenshaw Blvd.
Los Angeles, CA 90043
(323) 290-5111
TTY: (323) 290-5179
Fax: (323) 290-5109

**Los Angeles Urban League
Youth Services**
5414 Crenshaw Blvd.
Los Angeles, CA 90043
(323) 292-8111
Fax: (323) 292-7851

**West Adams-Baldwin Hills Satellite
WorkSource Center L.A. Urban League**
5681 W. Jefferson Blvd.
Los Angeles, CA 90016
(323) 525-3740
TTY: (323) 931-9076
Fax: (323) 525-3799
Site: <http://www.laul.org>

West Los Angeles County

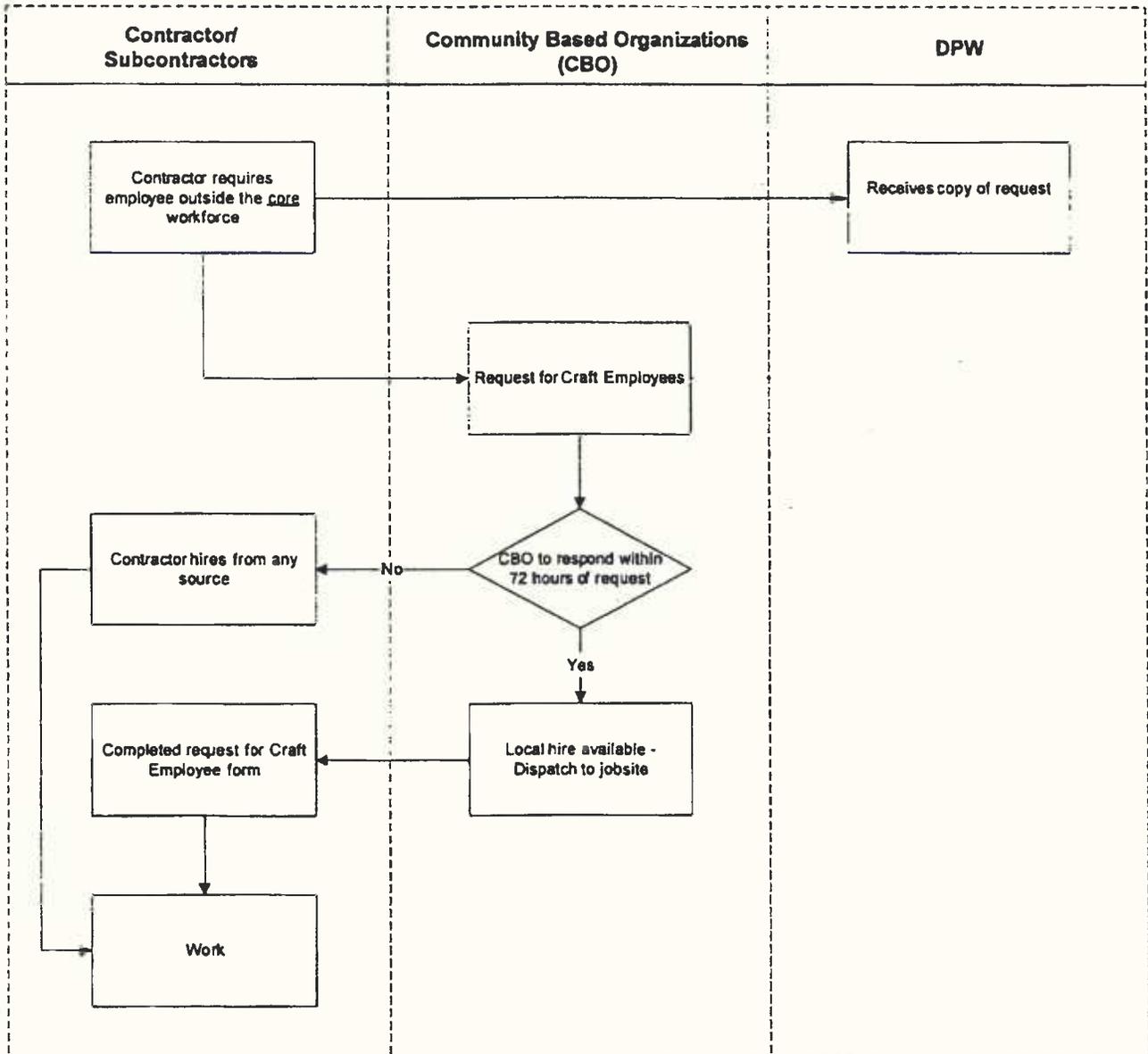
Mar Vista Gardens Satellite
4909 Marionwood Drive
Culver City, CA 90232
(310) 915-0531
Fax: (310) 915-0586

Marina del Rey WorkSource Center
operated by Jewish Vocational Services (JVS)
13160 Mindanao Way, Suite 240
Marina del Rey, CA 90292
(310) 309-6000
TTY: (310) 309-6018
Fax: (310) 309-6032

Call this center directly or **(888) 226-6300** for more information about building your business or getting your career moving with WorkSource.

To search or post jobs in the United States, visit Career One-Stop at <http://www.careeronestop.org/> and America's Job Bank at <http://www.ajb.org/>

HIRING PROCESS FOR LOCAL WORKER JOC PROGRAM





WILLIAM T FUJIOKA
Chief Executive Officer

County of Los Angeles
CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

"To Enrich Lives Through Effective And Caring Service"

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

June 10, 2014

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

39 June 10, 2014

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

**DEPARTMENT OF PUBLIC WORKS:
ARCADIA MENTAL HEALTH CENTER REPLACEMENT PROJECT
APPROVE PROJECT BUDGET AND APPROPRIATION ADJUSTMENT
AWARD DESIGN-BUILD CONTRACT
AUTHORIZE LOCAL WORKER HIRING PROGRAM
APPROVE RELATED ACTIONS
SPECS. 7205; CAPITAL PROJECT NO. 77179
(FIFTH DISTRICT)
(4 VOTES)**

SUBJECT

Approval of the recommended actions will approve the Project schedule and total Project budget for the Arcadia Mental Health Center Replacement Project, award a design-build contract, approve an appropriation adjustment, and other related actions.

IT IS RECOMMENDED THAT THE BOARD:

1. Find the proposed Arcadia Mental Health Center Replacement Project is exempt from the California Environmental Quality Act for the reasons stated in this letter and in the record of the Project.
2. Approve the Project schedule and total Project budget in the amount of \$13,500,000 for the Arcadia Mental Health Center Replacement Project, Capital Project No. 77179.
3. Approve an appropriation adjustment to transfer \$1,500,000 from the Committed for Budget Uncertainties in the Department of Mental Health Services Act-Proposition 63 Fund (BT1 Fund), to

Design-Build Contract Award

On June 17, 2008, the Board approved the use of design-build contracting as an option for delivering County capital projects in excess of \$2,500,000. Design-build was selected as the most appropriate project delivery method to meet the Project goals and objectives for the Project.

To initiate the design-build process, the Project scoping documents were prepared by RTK Architects, Inc., one of the Department of Public Works' (Public Works) as-needed architectural/engineering consulting firms. The Project scoping documents provided criteria for the design-build entity to design and construct the Project.

On May 8, 2013, a prequalification questionnaire was issued to prequalify and short-list prospective design-build firms for the Project. On June 13, 2013, completed prequalification questionnaires were received from 16 design-build firms for the Project. An Evaluation Committee comprised of representatives from the Chief Executive Office (CEO), Mental Health, and Public Works reviewed and evaluated the prequalification questionnaires, and the following three design-build firms were determined to be the highest-ranked: J.R. Abbott Construction, Perera Construction and Design, Inc., and Whiting-Turner Contracting Company.

On March 20, 2014, final technical and cost proposals were received from the three short-listed design-build firms. The committee evaluated and scored each proposal based on the eight criteria categories outlined in the Request for Proposals (RFP) as follows: technical design and construction expertise, life-cycle cost analysis, skilled labor force availability, safety record, price, design-build team personnel and organization, work plan and schedule, and value engineering. J.R. Abbott Construction was determined to be the most advantageous and best value proposer in accordance with provisions of the RFP. A summary reflecting the Committee's scoring of the proposals is provided in Attachment B.

We recommend that the Board authorize the Director of Public Works, or her designee, to execute a design-build contract in a not-to-exceed amount of \$8,256,176.

Local Worker Hiring Program

It is recommended that a LWHP with aspirational goals be implemented for construction for the Project. The proposed program includes the following key elements:

- The design-builder and its subcontractors are required to make a good-faith effort to employ qualified local workers to perform at least 30 percent of the total California craft worker hours.
- "Local residency" is defined with a two-tier system: first preference will be given to qualified workers residing within the County of Los Angeles zip codes within a 5-mile radius of the project; and second preference given to qualified workers residing within the County in any zip code having an unemployment rate in excess of 150 percent of unemployment rate for the County as a whole. Thus, the contractor must first make a good-faith effort to satisfy the requirement from the local area of "first preference," and failing that, the contractor must make a good-faith effort to draw from areas of "second preference."
- The definition of construction labor hours excludes any work performed by workers residing in states other than California.
- The LWHP for the Project does not include a "Disadvantaged Local Worker" component.

- The LWHP will encourage the design-builder to make a good faith effort to employ veterans of United States military consistent with the Board action of May 13, 2014.

Green Building/Sustainable Design Program

The Project will be designed and constructed to achieve the United States Green Building Council Leadership and Energy and Environmental Design Silver level certification by incorporating sustainable design features to optimize energy and water use efficiency, enhance the sustainability of the site, improve indoor environmental quality, and maximize the use and reuse of sustainable and local resources.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs the provision of Operational Effectiveness (Goal 1) and Integrated Services Delivery (Goal 3), by allowing Mental Health to provide all of its program functions to the community in a single location that will increase accessibility of services and allow for efficient, safe, and continuous care.

FISCAL IMPACT/FINANCING

On May 1, 2012, we noted that we would return to the Board for approval of the final Project cost along with the recommendation to award the selected design-build contract.

The total Project, including plans and specifications, plan check, construction, consultant services, civic art fees, miscellaneous expenditures, and County services, is estimated at \$13,500,000. The Project is fully funded with State Mental Health Services Act-Proposition 63 Funds. The Project Schedule and Budget Summary are included in Attachment A.

Approval of the attached appropriation adjustment (Attachment C) will authorize the transfer of \$1,500,000 from Committed for Budget Uncertainties in the Mental Health Services Act-Prop 63 funds, BT1 Fund, to the Project, Capital Project No. 77179, to fully fund the Project.

Operating Budget Impact

Following completion of the Project, Mental Health anticipates one-time start-up costs, comprised of moving expenses, and furniture and other equipment purchases. Mental Health's Fiscal Year 2014-15 Recommended Budget includes sufficient appropriation for the one-time start-up costs.

While the new Arcadia Mental Health Center will likely reduce certain operating costs such as energy and utilities, Mental Health anticipates ongoing operating costs will likely be impacted by usual changes in health care inflation such as pharmaceutical and supply cost increases. It is important to note that the increased operating costs would occur regardless of the Project and would likely be higher in the absence of the Project because of major problems with the physical condition of the existing building. Ongoing costs are accounted for in Mental Health's budget and are financed through State and Federal revenues.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In accordance with the Board's Civic Art Policy, adopted on December 7, 2004, and revised on December 15, 2009, the Project includes 1 percent of the design and construction costs to be

allocated to the Civic Arts Fund.

ENVIRONMENTAL DOCUMENTATION

The Project is categorically exempt from the CEQA. The Project consists of replacement of an existing mental health facility and construction of a surface parking lot at the same site, which will have substantially the same purpose and capacity as the replaced structures. The Project is, therefore, within a certain class of projects that has been determined not to have a significant effect on the environment in that it meets criteria set forth in Section 15302(b) of the CEQA Guidelines, and Class 2(a) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. There are no cumulative impacts, unusual circumstances, proposed substantial adverse changes to the significance of a historic structure or other limiting factors that would make the exemption inapplicable based on the Project records.

Upon the Board's approval of the recommended actions, Public Works will file a Notice of Exemption with the Registrar-Recorder/County Clerk in accordance with Section 15062 of the CEQA Guidelines.

CONTRACTING PROCESS

The RFP and evaluation process were conducted in accordance with the adopted policy for design-build delivery. Each proposal was evaluated and J.R. Abbott Construction was determined to be the apparent most advantageous and best value proposer.

The existing facility will remain operational during the construction of the new facility on the existing surface parking lot. The CEO is in negotiation to lease parking spaces from the adjacent property, located at 314 East Live Oak Avenue in the City of Arcadia, to accommodate parking requirements for staff and patients.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The Arcadia Mental Health Center will remain fully operational during construction. Public Works will coordinate construction activities with Mental Health to minimize inconvenience to staff and patients to the fullest extent possible.

CONCLUSION

Please return one adopted copy of this Board letter to the Chief Executive Office, Facilities and Asset Management Division; Mental Health; and Public Works, Project Management Division I.

The Honorable Board of Supervisors

6/10/2014

Page 6

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'WTF', followed by a stylized flourish and a horizontal line extending to the right.

WILLIAM T FUJIOKA

Chief Executive Officer

WTF:SHK:DJT

SW:CV:zu

Enclosures

- c: Executive Office, Board of Supervisors
- County Counsel
- Arts Commission
- Auditor-Controller
- Mental Health
- Public Works

June 10, 2014

ATTACHMENT A

**DEPARTMENT OF PUBLIC WORKS:
ARCADIA MENTAL HEALTH CENTER REPLACEMENT PROJECT
APPROVE PROJECT BUDGET AND APPROPRIATION ADJUSTMENT
AWARD DESIGN-BUILD CONTRACT
AUTHORIZE A LOCAL WORKER HIRING PROGRAM
APPROVE RELATED ACTIONS**

I. PROJECT SCHEDULE SUMMARY

Project Activity	Original Completion Date	Scheduled Completion Date
Project Scoping Documents		05/12*
Award Design-Build Contract	08/30/12	06/14
Construction Documents	12/31/12	By Design-Builder
Jurisdictional Approvals	03/28/13	By Design-Builder
Construction Start		07/30/14
Substantial Completion	06/28/14	07/30/15
Final Acceptance	07/28/14	08/30/15

* Completed activity.

II. PROJECT BUDGET SUMMARY

Project Activity	Board-Approved Budget
Land Acquisition	\$ 0
Construction	
Design-Build Contract	\$ 8,256,176
Design Contingency	325,000
Contingency	1,168,824
Youth Employment	0
Construction Consultants	0
Misc. Expense (Gordian Group Fees)	0
Telecomm Equip. Affixed to Building	500,000
Stipends	100,000
Labor Compliance Monitoring	60,000
Civic Arts	89,000
Subtotal	<u>\$ 10,499,000</u>
Equipment	\$ 0
Programming/Development	\$ 0
Plans and Specifications	\$ 404,290
Consultant Services	
Site Planning	\$ 0
Hazardous Materials	50,000
Geotech/Soils Report and Soils Testing	325,000
Material Testing	225,000
Cost Estimating	6,000
Topographic Surveys	49,165
Construction Management	0
Construction Administration	0
Environmental	90,000
Labor Compliance	0
Legal	0
Other: Consultants	0
Subtotal	<u>\$ 745,165</u>
Miscellaneous Expenditures	\$ 30,000
Jurisdictional Review/Plan Check/Permit	\$ 530,000
County Services	
Code Compliance Quality Control Inspection	\$ 303,640
Design Review	1,456
Design Services	39,840
Contract Administration	130,853
Project Management	704,439
Project Management Support Services	0
ISD Job Order Contract Management	0
DPW Job Order Contract Management	0
ISD ITS Communications	0
Project Security	0
Project Technical Support	111,317
ISD Countywide Contract Compliance Section	0
County Counsel	0
Other: Contract Recovery	0
Subtotal	<u>\$ 1,291,545</u>
TOTAL	\$13,500,000

June 10, 2014

ATTACHMENT B

**DEPARTMENT OF PUBLIC WORKS:
ARCADIA MENTAL HEALTH CENTER REPLACEMENT PROJECT
APPROVE PROJECT BUDGET AND APPROPRIATION ADJUSTMENT
AWARD DESIGN-BUILD CONTRACT
AUTHORIZE LOCAL WORKER HIRING PROGRAM
APPROVE RELATED ACTIONS**

BID SUMMARY

Proposer	Best Value Score (Max. Score = 1,000)	Base Price Proposal
J.R. Abbot Construction	913	\$8,256,176
Perera Construction and Design, Inc.	883	\$7,688,803
Whiting-Turner Contracting Company	785	\$9,513,347

COUNTY OF LOS ANGELES
REQUEST FOR APPROPRIATION ADJUSTMENT
DEPARTMENT OF CHIEF EXECUTIVE OFFICE

DEPT'S. NO. 060
May 15, 2014

AUDITOR-CONTROLLER:
THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2013-14
4 - VOTES

SOURCES

USES

BA DETAIL, SEE ATTACHED PAGE 1

BA DETAIL, SEE ATTACHED PAGE 1

SOURCES TOTAL: \$ 3,000,000

USES TOTAL: \$ 3,000,000

JUSTIFICATION

This appropriation adjustment is necessary to transfer \$1,500,000 of Mental Health Services Act-Proposition 63 fund from Committed for Budget Uncertainties to the Arcadia Mental Health Center Replacement Project to fully fund the Project. There is no impact on net County cost.

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES


AUTHORIZED SIGNATURE Sabra White, Manager, CEO

BOARD OF SUPERVISORS' APPROVAL (IF REQUESTED/REVISED)

39 JUN 10 2014

SACHI A. HAMAI
EXECUTIVE OFFICER

REFERRED TO THE CHIEF EXECUTIVE OFFICER FOR --

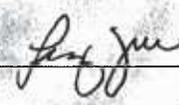
- ACTION
- RECOMMENDATION

- APPROVED AS REQUESTED
- APPROVED AS REVISED

AUDITOR-CONTROLLER

BY 
May 19 2014

CHIEF EXECUTIVE OFFICER

BY 
May 20, 2014

B.A. NO. 209

June 10, 2014

ATTACHMENT C

**DEPARTMENT OF PUBLIC WORKS:
ARCADIA MENTAL HEALTH CENTER REPLACEMENT PROJECT
APPROVE PROJECT BUDGET AND APPROPRIATION ADJUSTMENT
AWARD DESIGN-BUILD CONTRACT
AUTHORIZE LOCAL WORKER HIRING PROGRAM
APPROVE RELATED ACTIONS**

APPROPRIATION ADJUSTMENT

FY 2013-14
4 - VOTES

SOURCES:

USES:

Mental Health Services Act-Prop 63
BT1-3047
Committed for Budget Uncertainties \$1,500,000
Decrease Obligated Fund Balance

Mental Health Services Act-Prop 63
BT1-MH-6100-41189
Other Financing Uses \$1,500,000
Increase Appropriation

Department of Mental Health
Arcadia Mental Health Center Replacement Project
A01-CP-96-9919-65039-77179
Operating Transfer In/CP \$1,500,000
Increase Revenue

Department of Mental Health
Arcadia Mental Health Center Replacement Project
A01-CP-6014-65039-77179
Capital Assets-Building & Improvement \$1,500,000
Increase Appropriation

TOTAL SOURCES: \$3,000,000

TOTAL USES: \$3,000,000

This appropriation adjustment is necessary to transfer \$1,500,000 of Mental Health Services Act-Proposition 63 fund from Committed for Budget Uncertainties to the Arcadia Mental Health Center Replacement Project to fully fund the Project. There is no impact on net County cost.

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

39 JUN 10 2014

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

Sh May 19, 2014

BA # 209

ATTACHMENT E

ISD Board Letter 11-18-14

REQUEST FOR APPROPRIATION ADJUSTMENT

FY 2014-15

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF INTERNAL SERVICES

DEPT'S. NO. 300

October 20, 2014

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2014-15

4 - VOTES

SOURCES

UTILITIES
A01-IS-88-8737-12460
STATE ENERGY GRANTS
INCREASE REVENUE - \$15,000,000

USES

UTILITIES
A01-IS-2000-12460
SERVICES & SUPPLIES
INCREASE APPROPRIATION - \$15,000,000

SOURCES TOTAL: \$ 15,000,000

USES TOTAL: \$ 15,000,000

JUSTIFICATION

Reflects an increase in appropriation to continue California Public Utilities Commission (CPUC) programs, which will be fully reimbursed by the CPUC resulting in no impact on net County cost.

Handwritten signature and date 11-3-14
AUTHORIZED SIGNATURE DAVE YAMASHITA, ADMIN DEPUTY

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

REFERRED TO THE CHIEF EXECUTIVE OFFICER FOR ...

- ACTION
RECOMMENDATION

- APPROVED AS REQUESTED
APPROVED AS REVISED

AUDITOR-CONTROLLER

BY [Signature]
Nov 5 20 14

CHIEF EXECUTIVE OFFICER

BY [Signature]
Nov 5 20 14

B.A. NO. 051

F) Board Letter – ENTERPRISE SERVICES MASTER AGREEMENT (ESMA)

CIO – Richard Sanchez or designee



COUNTY OF LOS ANGELES

CHIEF INFORMATION OFFICE

Los Angeles World Trade Center
350 South Figueroa Street, Suite 188
Los Angeles, CA 90071

RICHARD SANCHEZ
CHIEF INFORMATION OFFICER

Telephone: (213) 253-5600
Facsimile: (213) 633-4733

February 9, 2016

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hall of Administration
500 West Temple Street
Los Angeles, California

Dear Supervisors:

**REQUEST FOR APPROVAL AND AWARD OF
ENTERPRISE SERVICES MASTER AGREEMENT (ESMA)
(ALL DISTRICTS – 3 VOTES)**

SUBJECT

The Chief Information Officer is requesting approval to award and execute master agreements to provide highly technical, information technology related services in support of enterprise information technology (IT) initiatives and implementation of County IT standards.

IT IS RECOMMENDED THAT THE BOARD:

1. With respect to the ESMA, approve and authorize the CIO, or his designee, to:
 - a. Execute Enterprise Services Master Agreements (ESMAs), in the form of Attachment 1, with the qualified vendors (Qualified Contractors) set forth in Attachment 2, for a term expiring five (5) years from the date of your approval;
 - b. Execute ESMAs with new vendors as vendors become Qualified Contractors throughout the term of the ESMA, exercise the two (2) 1-year renewal periods and, if applicable, extend the applicable ESMA automatically beyond its term where a Work Order for a critical project is issued with an expiration date of no more than one hundred eighty (180) days past the expiration of such ESMA;
 - c. Suspend or terminate the applicable ESMA(s) for the administrative convenience of the County when a Qualified Contractor ceases to be in administrative compliance (e.g., failure to provide insurance certificates, etc.) and execute amendments to the applicable ESMA(s) should the original contracting entity merge, be acquired, or otherwise have a change in entity; and

- d. Execute amendments for new Board or Chief Executive Office required contractual terms and conditions.
2. With respect to the services and work provided pursuant to the ESMA, approve and authorize the CIO, or his designee, to:
- a. Execute change orders or amendments to add, delete, and/or replace any of the applicable exhibits of the ESMA to: (i) amend, add and/or delete service categories as the County's technology needs change; (ii) modify the exhibits to reflect County standards and needs and processes; and (iii) approve additional programmatic and/or administrative workflow changes (e.g. changes to the Work Order Solicitation process), all as needed to effectively manage the ESMA.
 - b. In accordance with the ESMA, conduct solicitations to solicit the applicable services from Qualified Contractors, including executing resultant Work Orders (WOs) with Qualified Contractors, amending such WO's, including Statement of Work, if applicable, and terminating WO's, if necessary;
 - c. Where a Work Order requires the execution of a Business Associate Agreement (BAA) in the form of Exhibit H to the ESMA, execute the BAA with the applicable Qualified Contractor; and
 - d. Pursuant to the terms of the ESMA, amend the indemnification, limitation of liability and/or insurance clauses of the ESMA in Work Order Solicitations and the resulting Work Order where a County department and/or the CIO consider such actions in the best interest of the County in light of the services being solicited, with all such amendments subject to review and approval by County Counsel and the Chief Executive Office (CEO)-Risk Manager.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommendations will allow the CIO to execute and administer ESMAs with Qualified Contractors for the provision of highly technical IT-related services in support of enterprise IT initiatives and implementation of Board-adopted IT standards. The ESMAs, which will replace three existing single-vendor Master Services Agreements currently administered by the CIO, will provide uniform contractual terms and conditions, and provide a greater competitive environment through project-specific solicitations within which County departments can acquire the highly technical short-term services they need at the most cost-effective rates. Long-term, general support (non-project specific) or staff augmentation IT-related services, as well as the purchase of IT-related equipment (hardware) or software, are not covered by these ESMAs.

The ESMAs will be utilized to identify and select Qualified Contractors to perform under project-specific work orders in the following service categories:

- IT Strategic Planning and Enterprise Architecture Planning

- Project Management
- Requirements Analysis and Solicitation Development
- Technical Consulting for enterprise initiatives and Board approved standards
- Information Security
- Information Management and Data Integration

The list of Service Categories may be expanded during the term of the ESMA's in order to address the County's additional IT-related service needs.

Implementation of Strategic Plan Goals

The recommended action supports the County Strategic Plan – Goal 1, Operational Effectiveness/Fiscal Sustainability, by more effectively managing County resources and establishing a County-wide sourcing agreement.

FISCAL IMPACT/FINANCING

Expenditures under the ESMA will vary from year-to-year based on the needs of County departments, who are responsible for ensuring they have adequate funding in their operating budgets prior to requesting services under the ESMA.

Qualified Contractors will not be asked to perform services which exceed the amounts, scope of work and dates specified in each individual Work Order. The CIO will notify your Board of any Work Order that exceeds \$300,000, prior to execution of the Work Order, or amendment, if applicable. The ESMA program will have a \$10,000,000 annual cap. If the aggregate value of the Work Orders during a calendar year exceed the annual cap, the CIO will return to your Board for approval and authorization to increase the annual cap to an appropriate amount, returning in future years to the \$10,000,000 annual cap limit.

FACTS AND PROVISIONAL/LEGAL REQUIREMENTS

The proposed ESMA, which has been approved as to form by County Counsel, contains all the applicable Board-mandated provisions. In order to attract the widest field of vendors and in an effort to include vendors of varying sizes and experiences in the pool of Qualified Contractors, the CIO made certain changes to the County's standard terms to better align with industry practice and typical terms that would be negotiated with vendors for these types of services. The changes, discussed in greater detail below, primarily affect the solicitation methodology, indemnification, and intellectual property ownership provisions, as well as including minor administrative changes to certain other provisions (e.g. GAIN/GROW). The CIO believes that these changes are necessary for the County to build and maintain a pool of Qualified Contractors for IT services.

Solicitation Methodology

ESMA Work Order Solicitations will be competitively bid to Qualified Contractors within the respective Service Category. Selection can be based on one or more of the following criteria, as specified in the work order solicitation: (a) Cost; (b) Quality/Responsiveness of Proposal; (c) Candidate(s) Qualifications and Reference(s); and (d) Interview(s)/Demonstration(s). Where evaluation criteria include anything other than cost, the ESMA requires that the solicitation be conducted using County methodology similar to that used for competitive solicitations (e.g. request for proposals).

Typically, work orders issued pursuant to master agreements are awarded to the lowest cost qualified bidder. As a result, many of the County policies applicable to the solicitation process do not apply to such work order solicitations. As the ESMA will allow consideration of criteria other than cost and in consideration of the County's vendor community, the ESMA includes additional terms relating to your Board's policies that apply to competitive solicitations. The methodology established in the applicable Board policies will be used in any Work Order Solicitation that includes evaluation criteria other than cost. For example, any such Work Order Solicitation would be subject to your Board's protest policy.

This approach allows County departments to both address your Board's solicitation policies and the flexibility to consider factors other than cost for Work Orders awarded pursuant to the ESMA.

Risk Management

There are a number of adjustments to the County's standard risk management provisions. These are primarily changes to the standard indemnities and various limitations of liability.

Both the intellectual property indemnity and the general indemnity are limited to third party liability such that the County will be indemnified solely for third party claims. The intellectual property indemnity includes certain pre-agreed remedies such as repair or replacement of the infringing deliverable.

The ESMA also includes a limitation of liability on monetary liability limited to the amount of damages up to and including one and one half times the total maximum amount of the applicable Work Order, or the insurance limits of the ESMA, whichever is greater. In addition, neither party is liable to the other for any special or indirect damages (e.g. lost profits). Finally, any liquidated damages and cost of cover (replacement services) are limited to the maximum sum of the applicable Work Order.

CEO Risk Management has reviewed and approved these changes.

Intellectual Property

The ESMA includes a two-pronged approach to ownership of deliverables. Each County department designates deliverables as "County IP" or "Joint IP" upon issuance of the applicable Work Order Solicitation. Any deliverable designated as County IP is

wholly owned by the County. Any deliverable designated as Joint IP is jointly owned by the County and the applicable Qualified Contractor. Joint ownership means that each party has the right to independently exercise any and all rights of ownership to the deliverables for any purpose; provided, however, the County has agreed to exercise its joint ownership rights for its business operations only and County will not resell Joint IP to any third party.

Finally, the County has granted Qualified Contractors ownership of tools and residual knowledge used or gained by the Qualified Contractor in the course of providing services to the County.

Other Changes

In many cases, the ESMA sets certain minimum standards to be applied to all Qualified Contractors (e.g. background checks, warranty) while allowing each County department the option to adjust these requirements as appropriate in each Work Order Solicitation.

Finally, as the services being solicited pursuant to the ESMA are IT-related services, the ESMA includes additional language typically found in IT agreements. These include: (i) dispute resolution provisions; (ii) acceptance terms; and (iii) information security, including encryption, language. In addition, as the need for a BAA will be determined on a case by case basis depending on the services being solicited by each County department, Qualified Contractors are not being asked to sign the BAA upon execution of the ESMA. Where a Work Order requires the execution of the BAA, the applicable Qualified Contractor and County will execute the BAA before commencing work under such Work Order.

CONTRACTING PROCESS

On October 8, 2015, the CIO released a Request for Statement of Qualifications (RFSQ) No. CIO 2015 ESMA for the ESMA, posting the solicitation and contracting opportunity announcement on the Internal Services Department's (ISD) "Doing Business with Us" website. In response to questions from the vendor community, the OCIO issued two addenda to the RFSQ clarifying certain requirements and updating the ESMA.

By January 19, 2016, the OCIO received Statement of Qualifications (SOQs) from 9 vendors. The SOQs were reviewed for compliance with the minimum mandatory requirements as set forth in the RFSQ. After careful review by OCIO staff, all 9 vendors set forth on Exhibit 2 (Master Agreement Qualified Contractors) were determined to be in compliance with all requirements of the RFSQ. Further, all vendors accepted the terms and conditions of the ESMA. Therefore, the vendors are being recommended for award of an ESMA to become a Qualified Contractor in one or more Service Categories. Upon your approval, the vendors will be awarded ESMAs and become eligible to bid on any Work Order Solicitations issued by County departments.

Award of a Master Agreement does not guarantee a vendor any minimum amount of

business. The County only incurs an obligation as individual WOs are issued. All Qualified Contractors can bid on Work Order Solicitations in the Service Categories where the Qualified Contractor has been pre-qualified. The WO awards will be made based on a specific set of evaluation criteria detailed in each Work Order Solicitation.

Generally, the evaluation criteria will include Cost, Quality of Proposal, Proposed Candidate(s) References, and Candidate(s) Interviews, with each criterion being given a pre-determined weight factor that will be set forth in the Work Order Solicitation. Any Work Order Solicitation that considers evaluation criteria other than cost will be subject to additional County solicitation policies.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommendations will ensure County departments receive the highly technical, short-term, cost-effective IT services they require when they do not possess those needed skills in-house.

CONCLUSION

The Executive Office, Board of Supervisors, is requested to return one stamped copy of the approved Board Letter to the County's Chief Information Officer.

Respectfully submitted,

RICHARD SANCHEZ
Chief Information Officer

Enclosures

c: Chief Executive Office
Executive Office, Board of Supervisors
County Counsel

ESMA List of Qualified Contractors

1. ShareSquared:
 - a. Category 1: IT Strategic Planning and Enterprise Architecture Planning
 - b. Category 4: Technical Consulting: Microsoft Office 365 and SharePoint for collaboration services
2. CorpInfo:
 - a. Category 1: IT Strategic Planning and Enterprise Architecture Planning
 - b. Category 2: Project Management
 - c. Category 4: Technical Consulting: Microsoft Office 365 and SharePoint for collaboration services
3. Nexlogica:
 - a. Category 1: IT Strategic Planning and Enterprise Architecture Planning
 - b. Category 2: Project Management
 - c. Category 4: Technical Consulting: EMC Document Management for enterprise content management
 - d. Category 4: Technical Consulting: Microsoft Office 365 and SharePoint for collaboration services
4. IMP Solutions:
 - a. Category 4: Technical Consulting: Adobe Experience Manager for electronic forms and workflow
5. Latitude Geographics:
 - a. Category 4: Technical Consulting: ESRI ArcGIS for geospatial information services
6. 4 Point Solutions:
 - a. Category 4: Technical Consulting: Adobe Experience Manager for electronic forms and workflow
7. Wave Technologies:
 - a. Category 1: IT Strategic Planning and Enterprise Architecture Planning
 - b. Category 2: Project Management
 - c. Category 4: Technical Consulting: EMC Document Management for enterprise content management
 - d. Category 4: Technical Consulting: Microsoft Office 365 and SharePoint for collaboration services
 - e. Category 6: Information Management and Data Integration: Develop information management strategies, architectures and roadmaps
 - f. Category 6: Information Management and Data Integration: Develop data integration strategies and implementation
8. VivanTech:
 - a. Category 1: IT Strategic Planning and Enterprise Architecture Planning
 - b. Category 2: Project Management
 - c. Category 6: Information Management and Data Integration: Develop data integration strategies and implementation
9. Adobe:
 - a. Category 4: Technical Consulting: Adobe Experience Manager for electronic forms and workflow

ESMA Category Legend:

The categories for the proposed for Enterprise Services Master Agreement are:

Category 1: IT Strategic Planning and Enterprise Architecture Planning

Category 2: Project Management

Category 3: Requirements Analysis and Solicitation Development

Category 4: Technical Consulting

- EMC Document Management for enterprise content management;
- Adobe Experience Manager for electronic forms and workflow;
- IBM WebSphere Portal for web content management and portals;
- IBM Information Server and InfoSphere Master Data Management;
- IBM Cognos for business intelligence and reporting;
- ESRI ArcGIS for geospatial information services;
- Microsoft Office 365 and SharePoint for collaboration services; and
- CGI Advantage for application interface and integration services using Web services and XML technologies.

Category 5: Information Security

Category 6: Information Management and Data Integration

- Develop information management strategies, architectures and roadmaps;
- Develop enterprise data management solutions including:
- Develop data integration strategies and implementation
- Develop enterprise data store(s) architecture and strategy including
- Develop enterprise data analytics solutions including